

**CONFIDENTIAL**  
**Personnel Change Notice (PCN)**

**GENERAL DETAILS**

Employee Number: <b>987</b>	Control Number: <b>987 (8)</b>
Full Name: <b>Arlene Baylon Ciabo</b>	Supersedes Control Number: <b>987 (7)</b>
Hire Date: <b>February 11, 2019</b>	Department: <b>Lead, Customer Service Specialist</b>

**NATURE OF NOTICE**

- |  |  |
|--|--|
| <input type="checkbox"/> Regularization    | <input checked="" type="checkbox"/> Merit Increase |
| <input type="checkbox"/> Promotion         | <input type="checkbox"/> Salary Adjustment         |
| <input type="checkbox"/> Internal Transfer | <input type="checkbox"/> Others (please specify)   |
| <input type="checkbox"/> Salary Increase   |  |

**EFFECTIVE DATE OF THIS PCN**

**March 30, 2025**

**DEFINITION OF SCOPE**

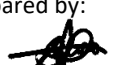



FACTORS	FROM	TO
JOB TITLE	Team Leader	Same
JOB LEVEL	Supervisor	Same
EMPLOYMENT STATUS	Regular	Same
MONTHLY BASIC SALARY	38,300.00	<b>40,300.00</b>
ALLOWANCE	2,400.00	Same
HMO	Yes	Same
IMMEDIATE SUPERIOR	Jonald Uy Minguan	Same
DEPARTMENT	Lead, Customer Service Specialist	Same

**REMINDERS:**

*For HMO, be reminded that in the event of separation, you can no longer use your insurance effective on the separation date. The Company reserves the right to deduct from your last pay the remaining quarterly premium that was covered. The quarters are as follows:*

- 1st Quarter – December, January, and February*
- 2nd Quarter – March, April, and May*
- 3rd Quarter – June, July, and August*
- 4th Quarter – September, October, and November*

*\*This PCN supersedes all stipulations pertaining to the compensation & benefits package stated in the job offer &/or employment Contract signed by the employee.*

Prepared by:  <b>Margarita Cane Silva</b> ER Specialist	Reviewed by:  <b>Rameyn Castanares</b> HR Manager	Noted by:  <b>Niño Angelo Quinal Manal</b> Operations Manager	Approved by:  <b>Alfredo "Doc" Camarillo Jr.</b> Director of Operations
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Conforme:  
  
**Arlene Baylon Ciabo**  
Employee's Name & Signature