

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 1001 Control Number: 1001 (5)
Full Name: Ma. Leanna Alvarez Belciña Supersedes Control Number: 1001 (4)
Hire Date: February 11, 2019 Department: Confirmations

NATURE OF NOTICE

- Regularization Merit Increase
 Promotion Salary Adjustment
 Internal Transfer Others (please specify)
 Salary Increase

EFFECTIVE DATE OF THIS PCN

March 30, 2023

DEFINITION OF SCOPE

FACTORS	FROM	TO
JOB TITLE	Team Leader	Same
JOB LEVEL	Supervisory	Same
EMPLOYMENT STATUS	Regular	Same
MONTHLY BASIC SALARY	19,800.00	21,800.00
ALLOWANCE	2,400.00	Same
HMO	Yes	Same
IMMEDIATE SUPERIOR	Niño Angelo Quinal Manal	Same
DEPARTMENT	Confirmations	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:


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ER Specialist


Reviewed by:


Ramelyn Castañares
HR Manager

Noted by:


Niño Angelo Quinal Manal
Operations Manager

Approved by:


Alfredo "Doc" Camarillo Jr.
Director of Operations

Conforme:


Ma. Leanna Alvarez Belciña

Employee's Name & Signature