

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 1047
 Full Name: Kem Maisog Sunog
 Hire Date: March 4, 2019

Control Number: 1047 (6)
 Supersedes Control Number: 1047 (5)
 Department: Intake

NATURE OF NOTICE

- | | |
|--|--|
| <input type="checkbox"/> Regularization | <input 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

September 11, 2023

DEFINITION OF SCOPE

FACTORS	FROM	TO
JOB TITLE	Customer Service Representative	Same
JOB LEVEL	Rank & File	Same
EMPLOYMENT STATUS	Regular	Same
MONTHLY BASIC SALARY	23,300.00	Same
ALLOWANCE	2,400.00	Same
HMO	YES	Same
IMMEDIATE SUPERIOR	Glennford Jan Iran Bohol	Cathelyn R. Ruto
DEPARTMENT	Posting ADAPT RCM	Intake

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:

Ramelyn Castanares

HR Manager

Noted by:

Niño Angelo Quinal Manal

Operations Manager

Approved by:

Alfredo "Doc" Camarillo Jr.

Director of Operations

Conforme:

Kem Maisog Sunog

Employee's Name & Signature

9/28/2023

Kem Maisog Sunog

CSR - Intake

Cabantan Street, Brgy Sant Cruz Cebu City

September 11, 2023

Subject: **Notification Regarding Account Change and Basic Pay Alignment**

Dear Kem Maisog Sunog,

I hope this letter finds you well. This is to inform you about your recent transfer to Intake Department and discuss the potential impact on your basic pay for the next twelve months.

As you may be aware, our organization values fairness and strives to maintain a standardized compensation structure to promote equity among all employees. In line with this objective, we will review the compensation framework across all departments and identify the need for adjustments to ensure consistency and fairness.

Considering your transfer, we want to inform you ahead of time that there may be no adjustments to your basic pay for the next twelve months. This is to ensure that we can effectively standardize the compensation structure within our organization. Rest assured, this decision is not a reflection of your performance or dedication to the company but rather a strategic measure to promote fairness and equity.

We understand that compensation is an important aspect of your employment, and we want to assure you that we value your contributions and are committed to recognizing your efforts. While there may be no immediate adjustments to your basic pay, we will continue to review our compensation structure regularly and assess opportunities for future adjustments based on performance, market conditions, and internal equity.

We encourage you to discuss any concerns or queries you may have regarding this matter with me or anyone in the Human Resources department. They will be available to provide further clarification and support during this transition.

We appreciate your understanding and cooperation in this matter. Your commitment and dedication to the organization are highly valued, and we believe that the transfer to Intake department will provide you with new opportunities for growth and development within our company.

Thank you for your continued hard work and support. We look forward to your continued success in your new role.

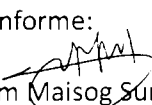
Sincerely,



Ramelyn C. Castanares

HR Manager

Conforme:



2/28/2023
Kem Maisog Sunog / CSR - Intake