

**PERSONNEL CHANGE NOTICE**

This is to request the following changes on the personnel record of **JENNON MARK TECSON FORTUNA** effective **7 NOVEMBER 2019**.

	<b>FROM</b>	<b>TO</b>
<b>DEPARTMENT</b>	<b>: OPERATIONS</b>	<b>: SAME</b>
<b>POSITION</b>	<b>: CSR POSTING</b>	<b>: SAME</b>
<b>EMPLOYMENT STATUS</b>	<b>: PROBATIONARY</b>	<b>: PERMANENT</b>
<b>BASIC SALARY</b>	<b>: 14,000.00</b>	<b>: 16,000.00</b>
<b>ALLOWANCE</b>	<b>: 1,600.00</b>	<b>: 2,400.00</b>

**Noted by:**

Marishka Iris Arcilla

Human Resources

**Recommended by:**

Alfredo Camarillo Jr

Director, Operations

**Approved by:**

Jay Gissinger

CEO

Jennon Mark Fortuna  
Employee Signature Over Printed Name