

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 1634 Control Number: 1634 (5)
 Full Name: Jannah Marie Gurrea Vito Supersedes Control Number: 1634 (4)
 Hire Date: January 13, 2020 Department: Lead, Unbilled

NATURE OF NOTICE

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

EFFECTIVE DATE OF THIS PCN

February 28, 2023

DEFINITION OF SCOPE

FACTORS	FROM	TO
JOB TITLE	Team Leader	Same
JOB LEVEL	Supervisory	Same
EMPLOYMENT STATUS	Regular	Same
MONTHLY BASIC SALARY	32,300.00	34,300.00
ALLOWANCE	2,400.00	Same
HMO	Yes	Same
IMMEDIATE SUPERIOR	Richie Perez Reyes	Same
DEPARTMENT	Lead, Unbilled	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: Shella Han Jerong ER Specialist
 Reviewed by: Ramelyn Castanares HR Manager
 Noted by: Niño Angelo Quinal Manal Operations Manager
 Approved by: Alfredo "Doc" Camarillo Jr. Director of Operations

Conforme:

Jannah Marie Gurrea Vito
 Employee's Name & Signature