

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 1637 Control Number: 1637 (4)
Full Name: Mardy Alfon Guirit Supersedes Control Number: 1637 (3)
Hire Date: January 13, 2020 Department: CSR Phones ETA

NATURE OF NOTICE

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

EFFECTIVE DATE OF THIS PCN

February 28, 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 | 19,300.00 | 21,300.00 |
| ALLOWANCE | 2,400.00 | Same |
| HMO | Yes | Same |
| IMMEDIATE SUPERIOR | Rebekah Joyce Yutis Ecang | Same |
| DEPARTMENT | CSR Phones ETA | Same |
| REMINDERS: <i>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:</i> 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.*

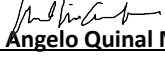
Prepared by:


Shafia Allah Jecong
ER Specialist

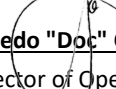
Reviewed by:


Rameyn Castanares
HR Manager

Noted by:


Niño Angelo Quinal Manal
Operations Manager

Approved by:


Alfredo "Doc" Camarillo Jr.
Director of Operations

Conforme:



Mardy Alfon Guirit

Employee's Name & Signature