

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: <u>1655</u>	Control Number: <u>1655 (4)</u>
Full Name: <u>Isaac Joseph Meralles Cervantes</u>	Supersedes Control Number: <u>1655 (3)</u>
Hire Date: <u>January 13, 2020</u>	Department: <u>CSR Phones ETA</u>

NATURE OF NOTICE

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

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:		
<p><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></p> <p>1st Quarter – December, January, and February 2nd Quarter – March, April, and May 3rd Quarter – June, July, and August 4th Quarter – September, October, and November</p>		

**This PCN supersedes all stipulations pertaining to the compensation & benefits package stated in the job offer &/or employment Contract signed by the employee.*

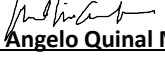
Prepared by:


Shafia Illah Jeong
 ER Specialist

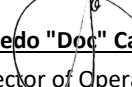
Reviewed by:


Ramelyn Castanares
 HR Manager


Noted by:


Niño Angelo Quinal Manal
 Operations Manager

Approved by:


Alfredo "Doc" Camarillo Jr.
 Director of Operations

Conforme:


Isaac Joseph Meralles Cervantes
 Employee's Name & Signature