



CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 1694 Control Number: 1694 (5)
 Full Name: Jerome Noquera Tagalog Supersedes Control Number: 1694 (4)
 Hire Date: January 20, 2020 Department: Patient Pay

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 | Customer Service Representative | Same |
| JOB LEVEL | Rank & File | Same |
| EMPLOYMENT STATUS | Regular | Same |
| MONTHLY BASIC SALARY | 32,300.00 | 34,300.00 |
| ALLOWANCE | 2,400.00 | Same |
| HMO | Yes | Same |
| IMMEDIATE SUPERIOR | Raymund Nonato Rojas Faustino | Same |
| DEPARTMENT | Patient Pay | 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:

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Reviewed by:

Ramelyn Castanares
 HR Manager

Noted by:

Niño Angelo Quinal Manal
 Operations Manager

Approved by:

Alfredo "Doc" Camarillo Jr.
 Director of Operations

Conforme:

Jerome Noquera Tagalog
 Employee's Name & Signature