

PERSONNEL CHANGE NOTICE

This is to request the following changes on the personnel record of employee **ANTONIO FUENTES** effective **08 November 2017**.

	FROM	TO
DEPARTMENT	: SAME	: SAME
POSITION	: SAME	: SAME
EMPLOYMENT STATUS	: Probationary	: Permanent
BASIC SALARY	: Php 14,000.00	: Php 16,000.00
ALLOWANCE	: Php 1,600.00	: Php 2,400.00

JUSTIFICATION:

- Change employment status to Permanent after passing Probationary.

Recommended by:


Alfredo Camarillo Jr.
Operations Manager

Approved by:

Jay Gissinger
CEO

Noted by:


Ma. Luisa C. Muaña
HR Director


Antonio V. Fuentes Jr.

Employee Signature Over Printed Name