

**CONFIDENTIAL**  
**Personnel Change Notice (PCN)**

**GENERAL DETAILS**

Employee Number: 1730 Control Number: 1730 (4)  
Full Name: Leah Marie Dumoran Baliguat Supersedes Control Number: 1730 (3)  
Hire Date: January 28, 2020 Department: Confirmations

**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	17,800.00	<b>19,800.00</b>
ALLOWANCE	2,050.00	Same
HMO	Yes	Same
IMMEDIATE SUPERIOR	Joanna Faith Calabroso Conel	Same
DEPARTMENT	Confirmations	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.*

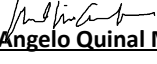
Prepared by:

  
Shafia Ilah Jeong  
ER Specialist

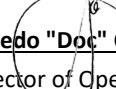
Reviewed by:

  
Ramelyn Castañares  
HR Manager


Noted by:

  
Niño Angelo Quinal Manal  
Operations Manager

Approved by:

  
Alfredo "Doc" Camarillo Jr.  
Director of Operations

Conforme:

  
Leah Marie Dumoran Baliguat  
Employee's Name & Signature