

PERSONNEL CHANGE NOTICE

*This is to request the following changes on the personnel record of employee **JULEMA WARAIN** effective **10 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:

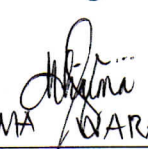

Alfredo Camarillo Jr.
Operations Manager

Approved by:

Jay Gissinger
CEO

Noted by:


Ma. Luisa C. Muanã
HR Director


JULEMA WARAIN
Employee Signature Over Printed Name