

## PERSONNEL CHANGE NOTICE

This is to request the following changes on the personnel record of **CECILLE FAITH JABULA MARTINEZ** effective **MARCH 14, 2021**.

	FROM	TO
DEPARTMENT	: OPERATIONS	: SAME
POSITION	: AUTHORIZATION	: SAME
EMPLOYMENT STATUS	: PROBATIONARY	: PERMANENT
BASIC SALARY	: PHP 16,000.00	: SAME
ALLOWANCE	: PHP 2,400.00	: SAME

### JUSTIFICATION:

From probationary to regular employment status.

Remarks:

### HMO:

I acknowledged that I can no longer use the insurance effective on the termination of my employment.

Also, in case I will terminate my employment with iPloy Inc. (voluntary or involuntary), the company reserves the right to deduct from my last pay for the remaining quarterly premium that were 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 and so on and so forth.

### SIGN-ON BONUS:

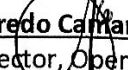
\*The other half (50% - 1 year of service) of your sign-on bonus will be released on the 30th day of the succeeding month of your anniversary.

In the event that you have decided to leave iPloy or you are placed under floating status prior to the releasing date, your sign-on bonus will be forfeited.

Noted:

  
Marishka Iris Arcilla  
HR Manager

Recommended by:

  
Alfredo Camarillo Jr  
Director, Operations

Approved by:

Jay Gissinger  
CEO

By signing below, I hereby acknowledge that I have read, understand, and agree to the terms and conditions mentioned above.

  
Cecille Faith J. Martinez

Employee Signature Over Printed Name