

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 2118 Control Number: 2118 (3)
 Full Name: Abegail Delis Parde Supersedes Control Number: 2118 (2)
 Hire Date: March 15, 2021 Department: Confirmations

NATURE OF NOTICE

- Regularization
- Promotion
- Internal Transfer
- Salary Increase
- Merit Increase
- Salary Adjustment
- Others (please specify) _____

EFFECTIVE DATE OF THIS PCN

April 30, 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 | 16,000.00 | 17,800.00 |
| ALLOWANCE | 2,050.00 | Same |
| HMO | Yes | Same |
| IMMEDIATE SUPERIOR | Joanna Faith Calabroso Conel | Same |
| DEPARTMENT | Confirmations | 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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 ER Specialist


Reviewed by:


Rameyn Castanares
 HR Manager

Noted by:


Niño Angelo Quinal Manal
 Operations Manager

Approved by:


Alfredo "Doc" Camarillo Jr.
 Director of Operations

Conforme:


Abegail Delis Parde
 Employee's Name & Signature