

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

**GENERAL DETAILS**

Employee Number: 2171 Control Number: 2171 (3)  
 Full Name: Daphne Ceniza Lapas Supersedes Control Number: 2171 (2)  
 Hire Date: April 5, 2021 Department: Documentation Recerts

**NATURE OF NOTICE**

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

**EFFECTIVE DATE OF THIS PCN**

**May 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	17,500.00	<b>19,300.00</b>
ALLOWANCE	2,400.00	Same
HMO	Yes	Same
IMMEDIATE SUPERIOR	Helen Villanueva Villarin	Same
DEPARTMENT	Documentation Recerts	Same
<b>REMINDERS:</b>		
<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:

  
Shella Han Jerong  
 ER Specialist


Reviewed by:

  
Ramelyn Castanares  
 HR Manager

Noted by:

  
Niño Angelo Quinal Manal  
 Operations Manager

Approved by:

  
Alfredo "Doc" Camarillo Jr.  
 Director of Operations

Conforme:

  
Daphne Ceniza Lapas  
 Employee's Name & Signature