



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

**GENERAL DETAILS**

Employee Number: 277 Control Number: 277 (8)  
 Full Name: Jacklyn Mahinay Kaushal Supersedes Control Number: 277 (7)  
 Hire Date: July 12, 2017 Department: AR

**NATURE OF NOTICE**

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

**EFFECTIVE DATE OF THIS PCN**

**September 11, 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	27,300.00	Same
ALLOWANCE	2,400.00	Same
HMO	Yes	same
IMMEDIATE SUPERIOR	Lucky Bigwas Dela Cruz	<b>Jeptha Gulle Conson</b>
DEPARTMENT	Posting	<b>AR</b>
<b>REMINDERS:</b> 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:

Rameilyn Castanares  
 HR Manager

Noted by:

Niño Angelo Quinal Manal  
 Operations Manager

Approved by:

Alfredo "Doc" Camarillo Jr.  
 Director of Operations

Conforme:

Jacklyn Mahinay Kaushal  
 Employee's Name & Signature