

## PERSONNEL CHANGE NOTICE

*This is to request the following changes on the personnel record of employee **Cherrylyn Figuera** effective **26 September 2016**.*

|  | FROM                     | TO                             |
|--|--------------------------|--------------------------------|
| DEPARTMENT                                       | : Operations             | : SAME                         |
| POSITION   | : CSR – NJ Authorization | : Team Lead – NJ Authorization |
| EMPLOYMENT STATUS                                | : N/A                    | : N/A                          |
| SALARY   | : N/A                    | : N/A                          |
| Performance Bonus -<br>Based on Team Performance | : N/A                    | : Php 7,000.00                 |

**JUSTIFICATION :**

➤ From CSR to Team Lead

**Recommended by :**

  
Alfredo Camarillo Jr.  
Manager

**Approved by :**

  
Jay Gissinger  
COO or CEO

  
Cherrylyn Figuera  
Employee Signature Over Printed Name

## PERSONNEL CHANGE NOTICE

*This is to request the following changes on the personnel record of employee **Cherrylyn Figuera** effective **11 October 2016**.*

|                   | 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 Probation

**Recommended by:**

**Alfredo Camarillo Jr.**  
**Operations Manager**

**Approved by:**

**Jay Gissinger**  
**CEO**

  
Cherrylyn Figuera  
Employee Signature Over Printed Name

## PERSONNEL CHANGE NOTICE

*This is to request the following changes on the personnel record of employee **Cherrylyn Figuera** effective **11 April 2017**.*

|                   | FROM            | TO              |
|-------------------|-----------------|-----------------|
| DEPARTMENT        | : SAME          | : SAME          |
| POSITION          | : SAME          | : SAME          |
| EMPLOYMENT STATUS | : SAME          | : SAME          |
| BASIC SALARY      | : Php 16,000.00 | : Php 17,500.00 |
| ALLOWANCE         | : SAME          | : SAME          |

**JUSTIFICATION:**

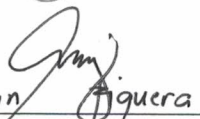
- Annual Increase

**Recommended by:**

  
Alfredo Camarillo Jr.  
Operations Manager

**Approved by:**

Jay Gissinger  
CEO

  
Cherrylyn Figuera  
Employee Signature Over Printed Name