

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

**GENERAL DETAILS**

Employee Number: 2917 Control Number: 2917 (2)  
Full Name: Pinky Divinagracia Tayactac Supersedes Control Number: 2917 (1)  
Hire Date: April 12, 2022 Department: Intake

**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	14,500.00	<b>16,000.00</b>
ALLOWANCE	2,050.00	Same
HMO	Yes	Same
IMMEDIATE SUPERIOR	Jo Ann Lepatan Martinez	Same
DEPARTMENT	Intake	Same

**REMINDERS:**  
*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: 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

Conformed by: Pinky Divinagracia Tayactac  
Employee's Name & Signature