

CONFIDENTIAL

Personnel Change Notice (PCN)

	GENERAL DETAILS			
Hire Date: April 12, 2022 Department: Intake NATURE OF NOTICE Regularization Merit Increase Promotion Salary Adjustment Internal Transfer Others (please specify) Salary Increase 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 16,000.00 ALLOWANCE 2,050.00 Same HMO Yes Same DEPARTMENT Intake Same DEPARTMENT Intake 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 lost pay the remaining quarterly premium that was covered. The quarters are as follows: 1st Quarter - December, Journary, and February 2nd Quarter - Morch, April, and May 3nd Quarter - Morch, April, and August 4th Quarter - September, Cetches, and November 4th Quarter - September, October, and November 4th Quarter - December, and November 4th Quarter - December, and Approved by: Approved by	Employee Number: 2917		Control Number: 2917 (2)	
NATURE OF NOTICE Regularization	Full Name: Pinky Divinagracia Tayactac		Supersedes Control Number: 2917 (1)	
Regularization Salary Adjustment Others (please specify) Salary Increase EFFECTIVE DATE OF THIS PCN May 30, 2023 DEFINITION OF SCOPE FACTORS FROM TO JOB TITLE Customer Service Representative Same IOB LEVEL Rank & File Same EMPLOYMENT STATUS Regular MONTHLY BASIC SALARY AL,500.00 ALLOWANCE JO Ann Lepatan Martinez Same IMMEDIATE SUPERIOR JO Ann Lepatan Martinez Same IMMEDIATE SUPERIOR 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 3nd Quarter— March, April, and May 4nd Quarter— March, April, and May 3nd Quarter— March, April, and May 4nd Quarter— March, April, and May 4nd Quarter— March, April, and May 5nd April March, April March, April March, A	Hire Date: April 12, 2022		– Depa –	ertment: Intake
Promotion Salary Adjustment Others (please specify) Salary Increase Others (please specify) 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 16,000.00 ALLOWANCE 2,050.00 Same HMO Yes Same IMMEDIATE SUPERIOR Jo Ann Lepatan Martinez Same DEPARTMENT Intake Same REMINDERS: FOR HIVIO, 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 – March, April, April, April Quarter – March, April Quarter – March, April Quarter – March, April Quarter – March, April Quart	NATURE OF NOTICE			
Promotion Salary Adjustment Others (please specify) Salary Increase Others (please specify) Salary Adjustment Others (please specify) Salary Adjuster Others (please specify) Sala	Regularization	✓	Merit Increase	
EFFECTIVE DATE OF THIS PCN DEFINITION OF SCOPE FACTORS FROM JOB TITLE JOB TITLE Customer Service Representative Same JOB LEVEL Rank & File Same EMPLOYMENT STATUS Regular MONTHLY BASIC SALARY 14,500.00 16,000.00 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 – Honch, 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: Reviewed by: Noted by: Approved by: Supersed States of The Statanares Niño Angelo Quinal Manal Alfrepo "Doe" Camarilla			Salary Adjustment	
DEFINITION OF SCOPE FACTORS	Internal Transfer		Others (please specify)	
PEFINITION OF SCOPE FACTORS FROM JOB TITLE Customer Service Representative Same JOB LEVEL Rank & File Same EMPLOYMENT STATUS Regular Same MONTHLY BASIC SALARY 14,500.00 16,000.00 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 – June, July, and August 4th 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: Reviewed by: Noted by: Approved by: Spans Hamiltoning Remetvin Castanares Niño Angelo Quinal Manal Alfredo "Doc" Camarill.	☐ Salary Increase			
FACTORS FROM JOB TITLE Customer Service Representative Same JOB LEVEL Rank & File Same EMPLOYMENT STATUS Regular Same MONTHLY BASIC SALARY 14,500.00 ALLOWANCE 14,500.00 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: Reviewed by: Noted by: Alfredo "Doc" Camarill.	EFFECTIVE DATE OF THIS PCN		May 30, 2023	
JOB TITLE Customer Service Representative Rank & File Same EMPLOYMENT STATUS Regular Same MONTHLY BASIC SALARY 14,500.00 ALLOWANCE 12,050.00 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: Reviewed by: Noted by: Approved by: Statisticsong Rameter Castanares Niño Angelo Quinal Manal Alfredo "Dou" Camarill.	DEFINITION OF SCOPE			
JOB LEVEL Rank & File Same EMPLOYMENT STATUS Regular Same MONTHLY BASIC SALARY 14,500.00 16,000.00 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: Reviewed by: Noted by: Approved by: Statistics on Remarkin Castanares Niño Angelo Quinal Manal Alfredo "Dou" Camarill.	FACTORS		FROM	ТО
EMPLOYMENT STATUS Regular 14,500.00 16,000.00 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: Reviewed by: Noted by: Alfredo "Do" Camarill	JOB TITLE Custo		er Service Representative	Same
MONTHLY BASIC SALARY ALLOWANCE Alfredo "Dod" Camarilla Manal	JOB LEVEL		Rank & File	Same
ALLOWANCE 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: Reviewed by: Noted by: Approved by: Shall Marketong Rametyn Castanares Niño Angelo Quinal Manal Alfredo "Dog" Camarille	EMPLOYMENT STATUS			
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: Reviewed by: Noted by: Approved by: Statisticsong Remember Castanares Niño Angelio Quinal Manal Alfredo "Doc" Camarille			14,500.00	16,000.00
IMMEDIATE SUPERIOR 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: Reviewed by: Noted by: Approved by: Special Hamseyong Rametyn Castanares Niño Angelo Quinal Manal Alfredo "Doc" Camarille			2,050.00	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: Reviewed by: Noted by: Approved by: Special Integers Niño Angelo Quinal Manal Alfredo "Dod" Camarillian Camarill	-			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: Reviewed by: Noted by: Approved by: Statistical march. Alfredo "Doc" Camarill.	IMMEDIATE SUPERIOR	Jo A	nn Lepatan Martinez	Same
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: Reviewed by: Noted by: Approved by: Stationary Castanares Niño Angelo Quinal Manal Alfredo "Doc" Camarille Alfredo "Do	DEPARTMENT		Intake	Same
Prepared by: Reviewed by: Noted by: Approved by: Shallan Tegong Ramelyn Castanares Niño Angelo Quinal Manal Alfredo "Dog" Camarille	For HMO, be reminded that in the event of separation, to deduct from your last pay the remaining quarterly pr 1st Quarter – December, January, and February 2nd Quarter – March, April, and May 3rd Quarter – June, July, and August		== :	n date. The Company reserves the right
Shaffa Han Tegong Ramelyn Castanares Niño Angelo Quinal Manal Alfredo "Doc" Camarillo		compensation & benefit	s package stated in the job offer &/or en	mployment Contract signed
	Prepared by: Reviewed by:		Noted by:	Approved by:
	/// 	<u>es</u>		Alfredo "Doc" Camarillo Jr Director of Operations

(Pinly) Divinagra (ia) Tayactac

Conforme:

Employee's Name & Signature