

PERSONNEL ACTION FORM

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | **LEANDRILYNN L. TAYAN** | | | | | Date Hired | | | | | 7/31/2015 | |
| ID No. | **458** | | | | | Date Regularized | | | | |  | |
| Title | **Loan Officer** | | | | | Employment Status | | | | |  | |
| Job Level |  | | | | | Casual Probationary Regular | | | | | | |
| Branch | **Zamboanga** | | | | |  | | | | | | |
| C H A N G E S | | | | | | | | | | | | |
| **Date Effective: October 13, 2015** | | | | | | | | | | | | |
|  | | | | Salary | | | Allowances | Position | | Branch | | Level |
| Regularization | | | FROM | **301/day** | | | **none** | **Loan Officer** | | **Zamboanga** | |  |
| Assignment | | |
| Salary Increase | | | TO | **318/day** | | | **same** | **same** | | **same** | |  |
| Allowance Inc/Dec | | |
| Temporary appointment | | | REMARKS:  *Reminder :*  *Sec. 4.2(b) Salary is classified as confidential information. The mere inquiry of an employee about his/her co-employee’s salary is a minor offense as well as the disclosure of ones own salary. This also apply to any monetary benefits / allowances received by any employee.* | | | | | | | | | |
| Others | | |
| A P P R O V A L S | | | | | | | | | | | | |
| Human Resources Development Manager | | Acting Branch Manager | | | ZPArea Manager | | | | Chief Operating Officer | | | |
| HAIDEE O. DIAGMEL, DM | | **JOAN M. VIDAD** | | | **MARIA CHONA R. QUISQUIS, MBA** | | | | **MA. NOVA F. CELICIOUS** | | | |
| Conformed by: | | | | | | | | | | | | |

201 File

Manager’s Copy

Employee’s File