PERSONNEL ACTION FORM

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | MARQUEZ, GEORGEE V. | | | | | | Date Hired | | | | Feb. 6, 2006 | |
| ID No. | **141** | | | | | | Date Regularized | | | | August 6, 2006 | |
| Title | **ISD Manager** | | | | | | Employment Status | | | |  | |
| Job Level | **2b** | | | | | | Casual Probationary Regular | | | | | |
| Branch | **Corporate Office** | | | | | |  | | | | | |
| C H A N G E S | | | | | | | | | | | | |
| **Date Effective: February 1, 2013 ( Feb 15th payroll)** | | | | | | | | | | | | |
|  | | | | Salary | Allowances | | | Position | | Branch | | Level |
| Regularization | | FROM | | **1,000.00** | **10/mo. - Representation** | | | **ISD Manager** | | **Corporate Office** | |  |
| Confirmation | |
| Confirmation | | TO | | **2,000.00** | **same** | | | **same** | | **same** | |  |
| Allowance Inc/Dec | |
| Salary Increase | | 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 | | |  | | | Chief Operations Officer | | | President | | | |
| HAIDEE O. DIAGMEL | | |  | | | **YASMIN A. REGENCIA** | | | **BIENVENIDA T. ALANO** | | | |
| Conformed by | | | | | | | | | | | | |