

La Filipina Uy Gongco Group of Companies

Lots 2 & 3 Block 1, B.V. Romero Blvd. Manila Harbor Centre,
Radial Rd-10 Vitas, Tondo Manila

NOTICE OF PERSONNEL ACTION

Ctrl. No.

Date :

Subject :

Employee Name :

This is to inform you of the following changes in your employment:

	From	To
Company		
Position Title		
Date Hired		
Immediate Manager		
Department		
Location		
Effectivity		
Monthly Basic Salary		

Prepared by:

Recommended by:

Recommended for approval:

Accepted by:

Date: _____