

## 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		
Effectivity		
Monthly Basic Salary		

*Prepared by:*

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*Recommended by:*

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*Recommended for approval:*

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*Accepted by:*

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Date: 

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