



UNIVERSE FOR DEVELOPERS

NOTICE OF PERSONNEL ACTION

Date: April 15, 2021

Private and confidential

PERSONNEL INFORMATION

Employee: Tan, Sean Raimiel M. **Start Date:** November 11, 2019

Employee no: ILO-2019-089 **Team:** Operations

Current Position: Contractor **Branch:** ILO-ILO

Employment Status: Regular **Immediate supervisor:**

TRANSFER DATA

Type of action: ☐ Regularization ☐ Promotion
☒ Salary Adjustment ☐ Change of Position
☐ Team Transfer ☐ Branch

Effectivity date: April 15, 2021

Basis of NPA: Bill Yuen

EMPLOYEE MOVEMENT

Previous		New	
Position:	Contractor	Position:	Contractor
Team:	Operations	Team:	Operations
Employment Status:	Part Time	Employment Status:	Part Time
Branch:	Ilo-Ilo	Branch:	Ilo-Ilo
Remuneration (monthly)		Remuneration (monthly)	
Basic Pay:	Php 8,030.00	Basic Pay:	Php 10,030.00
Gross Pay:	Php 8,030.00	Gross Pay:	Php 10,030.00

APPROVAL

Prepared by:

Maria Noelvie Teves
HR Officer

Approved by:

Bill Yuen
CEO

CONFORME:

SEAN RAIMIEL TAN

Signature over printed name:

Date: 4-17-2021