



Notice of Personnel Action

Date August 23, 2021

SECTION I: Employee Information

Last Name	Cervantes Jr.	First Name	Roberto	Middle Name	Morgado
Employee ID	E17007				

SECTION II: NATURE OF PERSONNEL ACTION

EMPLOYEE STATUS ACTION

	Place on Regular Status
-	Transfer/Promotion
-	Compensation
X	Increase
-	Reclassification/Change

Action Details

Position	Senior Front End Developer
Title Department	Software development
Immediate Supervisor	-
Allowance	See Below
Additional	See Below

DISCIPLINARY ACTION

	Benefits Verbal Warning
-	Written Warning
-	2 nd Written
-	Warning Final
-	Written Warning

REMARKS

Annual Appraisal:

Compensation Details	Previous	New
Basic	PHP 61,803.12	PHP63,803.12
Allowance	5,000.00	5,000.00
Deminimis	5,000.00	5,000.00
Total	PHP 71,803.12	PHP 73,803.12
Increase Amount		PHP2,000.00

Effective Date of Increase: July 26, 2021

SECTION III: Recommendation, Approval and Conformity

By signing this document, you are acknowledging that the details of the foregoing have been discussed with you and the employment action noted above will be taken into effect as stated above.

RECOMMENDING MANAGER

Signature
MBD
Name of Manager
Head of IT Consulting & Software Development
Position
Date

APPROVAL FROM EXCOM

Signature
CEV/JLV/CRL
Name of EXCOM
EXCOM
Position
Date

EMPLOYEE CONFORME

Signature
Roberto Cervantes, Jr.
Name of Employee
Senior Front End Developer
Position
Date