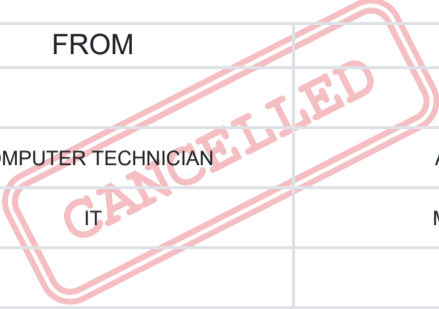


NOTICE OF PERSONNEL ACTION FORM (NPAF)

EMPLOYEE NAME (Surname, First Name & Middle Name)		EMPLOYEE NO	DATE PREPARED	NPAF NO.
ALAN, ROGER BAUTISTA		653	2022-01-21	48
BRANCH	DIVISION	DEPARTMENT	DATE HIRED	DESIGNATION
HO-HEAD OFFICE	FINANCE & ADMINISTRATION	IT	2007-08-01	COMPUTER TECHNICIAN

THIS IS TO NOTIFY YOU OF THE FOLLOWING ACTION(S) AFFECTING YOUR EMPLOYMENT:

NATURE OF ACTION	FROM	TO	AMOUNT OF ADJUSTMENT
<input type="checkbox"/> Change of Employment Status			
<input checked="" type="checkbox"/> Change of Official Designation	COMPUTER TECHNICIAN	ARCHITECT	
<input checked="" type="checkbox"/> Transfer of Department	IT	MARKETING	
<input type="checkbox"/> Others			
<input checked="" type="checkbox"/> Salary Adjustments			
BASIC PAY	12,000.00	15,000.00	3,000.00
ALLOWANCE	2,500.00	5,000.00	2,500.00
TOTAL	14,500.00	20,000.00	5,500.00



<input type="checkbox"/> Separation from the Company				
Prepared By/Date	Reviewed By/Date	Approved By/Date	Final Approved By/Date	Accepted By/Date
<u>Benedict D. Lim</u>	<u>Ruel B. Parayno</u>	<u>Victoria T. Ugto</u>	<u>Marilene C. Bernal</u>	<u>Roger B. Alan</u>
SOFTWARE ENGINEER	IT MANAGER	VP FOR FINANCE & ADMINISTRATION	COO	COMPUTER TECHNICIAN