

**EMPLOYEE CLEARANCE FORM**

Leading Edge Automobile Phil. Inc
Date: 10/05/2021

NAME OF EMPLOYEE:	<u>FLORENIA LLARENA</u>	EMP. ID NO:	<u>56001</u>	DATE HIRED:	<u>2010-07-06</u>
POSITION TITLE:	<u>PARTS ADMIN ASSISTANT</u>	EMP. STATUS:		REGULAR	
COMPANY NAME:	<u>LEADING EDGE AUTOMOBILE PHIL. INC</u>	DESIGNATION:		N/A	
UNIT ASSIGNMENT:	<u>N/A</u>	SHARED SERVICES:			
REASON:		EFFECTIVITY DATE:		<u>2021-07-21</u>	

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

ACCOUNTABILITY AREAS	CLEARANCE OFFICERS		DATE		REMARKS
	OFFICER NAME	STATUS	RECEIVED DATE	DATE SIGNED	

RE-EMPLOY AS PER SIR IVAN , DISREGARD THIS RESIGNATION

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

1 SALES					
1.1 Retail Sales	TUNGOL, GHIE	Signed & Cleared	2021-08-31	2021-08-31	
1.2 Pre-Owned	,	-	2021-08-31		
1.3 In-House/PSR	,	-	2021-08-31		
1.4 Fleet/Accounts	,	-	2021-08-31		
1.5 Financing/Insurance	LUNAS, EDNALIN	Signed & Cleared	2021-08-31	2021-08-31	
2 AFTER SALES					
2.1 Service	CONCEPCION, ARIEL	Signed & Cleared	2021-08-31	2021-09-01	
2.2 Body and Paint	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-08-31	2021-08-31	
2.3 Parts/Accessories	BONITA, LODIE	Signed & Cleared	2021-08-31	2021-09-01	
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	,	-	2021-08-31		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-08-31	2021-08-31	
5 MARKETING					
5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-08-31	2021-09-03	
6 IT					
6.1 I.T Department	TORRES, JOHN EZRA	Signed & Cleared	2021-08-31	2021-08-31	
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-08-31	2021-09-01	
8 COOPERATIVE					
8.1 COOPERATIVE	,	-	2021-08-31		
9 CANTEEN					
9.1 CANTEEN	,	-	2021-08-31		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	,	-	2021-08-31		
11 FINANCE					
11.1 Accounting	SULAPAS, LIZBETH MAY	Signed & Cleared	2021-08-31	2021-08-31	
11.2 Treasury/Billing	GO, JANET	Signed & Cleared	2021-08-31	2021-08-31	
11.3 Credit & Collection	,	-	2021-08-31		
12 HUMAN RESOURCE					
12.1 Human Resource	APAREJADO, ROCHELL	Signed & Cleared	2021-08-31	2021-09-02	
13 CORPLAN					
13.1 CORPLAN	,	-	2021-08-31		
14 AUDIT					
14.1 AUDIT	,	-	2021-08-31		
15 MIS					
15.1 I.T Department HO	,	-	2021-08-31		
15.2 DMS	,	-	2021-08-31		
15.3 Database	,	-	2021-08-31		
16 PROCUREMENT					
16.1 PROCUREMENT	,	-	2021-08-31		
17 ADMIN - PROPERTY					
17.1 ADMIN - PROPERTY	,	-	2021-08-31		
18 LEGAL					
18.1 LEGAL	,	-	2021-08-31		
19 POD					
19.1 POD	,	-	2021-08-31		
20 COOPERATIVE					
20.1 COOPERATIVE	,	-	2021-08-31		
21 CANTEEN					
21.1 CANTEEN	,	-	2021-08-31		
22 UNIT ASSIGNMENT					
22.1 UNIT ASSIGNMENT	,	-	2021-08-31		
23 FINANCE					
23.1 Treasury	,	-	2021-08-31		
23.2 Accounting	,	-	2021-08-31		
23.3 Credit/Billing and Collection	,	-	2021-08-31		
23.4 Payroll Department	,	-	2021-08-31		
24 HUMAN RESOURCE					
24.1 Human Resource	,	-	2021-08-31		
24.2 PMS Section	,	-	2021-08-31		

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **FLORENIA LLARENA** having complied with all clearance requirements.

RECOMMENDED FOR CLEARANCE

ROCHELL APAREJADO
HR Manager

2021-09-06 14:25:40
DATE ENDORSED

LIZBETH MAY SULAPAS
Accounting Manager

2021-09-03 21:39:24
DATE ENDORSED

APPROVED FOR CLEARANCE

This is to certify that **FLORENIA LLARENA** is cleared of all accountabilities with _____ under the AUTOHUB Group

DANNY CHUA
SVP - Group General Manager

2021-10-03 19:59:21
DATE APPROVED

DATE APPROVED

This is a system generated report from Autohub Connect, signature might not be required.