

LEADING EDGE AUTOMOBILES, INC.

GLOBAL CITY, TAGUIG

Last pay slip

Employee ID # : 55623
Employee Name : CHRISTOPHER MARCELO
Date hired : 8-Jun-15
Date resigned : 27-Aug-21
Date computed : 17-Nov-21

1.) 13th MONTH PAY	4,982.73	-
a.) Base pay	4,982.73	
b.) NTA	-	
2.) VL CONVERSION PAY	107.40	
3.) TAX REFUND	-	
4.) RETIREMENT PAY	-	
5.) HOLD SALARY & ADJ. (1)		
8/31/2021 - GJP-004243 - HOLDPAY	1,212.40	
-	-	
-	-	
-	-	
-	-	
-	-	
TOTAL	6,302.53	
6.) LESS: LOANS & DEDUCTIONS (2)		
MEDICARD BAL.	(7,972.93)	
PHILCARE BAL.	(2,736.00)	
LOST PLATE	(6,500.00)	
-	-	
-	-	
-	-	
-	-	
	(17,208.93)	

NET PAY **(10,906.40)**

Prepared by:



GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

11/19/2021

DATE

Reviewed by:


GODFREY O. CHALUYON

PAYROLL SUPERVISOR

11/19/2021
DATE

I hereby acknowledge receipt of the COMPUTATION OF MY LAST PAY
and attest my full understanding and agreement with the said
computation.

Conforme:

CHRISTOPHER MARCELO

SIGNATURE OF SEPARATED EMPLOYEE

DATE



EMPLOYEE CLEARANCE FORM

Leading Edge Automobile Phil. Inc

Date: 11/17/2021

NAME OF EMPLOYEE: CHRISTOPHER MARCELO

EMP. ID NO: 55623

DATE HIRED: 2015-06-08

POSITION TITLE: SALES CONSULTANT

EMP. STATUS:

REGULAR

COMPANY NAME: LEADING EDGE AUTOMOBILE PHIL. INC

DESIGNATION:

N/A

UNIT ASSIGNMENT: N/A

SHARED SERVICES:

REASON:

EFFECTIVITY DATE:

2021-08-27

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE					
ACCOUNTABILITY AREAS	CLEARANCE OFFICERS		DATE		REMARKS
	OFFICER NAME	STATUS	RECEIVED DATE	DATE SIGNED	
1 SALES					
1.1 Retail Sales	TUNGOL, GHIE	Signed & Cleared	2021-09-14	2021-09-14	
1.2 Pre-Owned	BALIGOD, REMILYNN	Signed & Cleared	2021-10-27	2021-10-27	
1.3 In-House/PSR	.	-	2021-09-14		
1.4 Fleet/Accounts	.	-	2021-09-14		
1.5 Financing/Insurance	LUNAS, EDNALIN	Signed & Cleared	2021-09-14	2021-09-16	
2 AFTER SALES					
2.1 Service	CONCEPCION, ARIEL	Signed & Cleared	2021-09-14	2021-10-14	
2.2 Body and Paint	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-09-14	2021-09-15	
2.3 Parts/Accessories	BONITA, LODIE	Signed & Cleared	2021-09-14	2021-09-16	
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	.	-	2021-09-14		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-09-14	2021-09-18	
5 MARKETING					
5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-09-14	2021-10-14	
6 I.T					
6.1 I.T Department	TORRES, JOHN EZRA	Signed & Cleared	2021-09-14	2021-09-15	
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-09-14	2021-09-16	
8 COOPERATIVE					
8.1 COOPERATIVE	.	-	2021-09-14		
9 CANTEEN					
9.1 CANTEEN	.	-	2021-09-14		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	GABORNO, CARMELITA	Signed & Cleared	2021-09-14	2021-09-14	
11 FINANCE					
11.1 Accounting	SULAPAS, LIZBETH MAY	Signed & Cleared	2021-09-14	2021-09-15	
11.2 Treasury/Billing	GO, JAHET	Signed & Cleared	2021-09-14	2021-09-14	
11.3 Credit & Collection	.	-	2021-09-14		
12 HUMAN RESOURCE					
12.1 Human Resource	APAREJADO, ROCHELL	Signed & Cleared	2021-10-07	2021-10-07	
13 CORPLAN					
13.1 CORPLAN	LAGULA, GERALD	Signed & Cleared	2021-09-14	2021-09-15	

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

14 AUDIT					
14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-09-14	2021-09-15	
15 MIS					
15.1 I.T Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-09-14	2021-09-22	
15.2 DMS	ANTHONY, ROD	Signed & Cleared	2021-09-14	2021-09-18	
15.3 Database	.	-	2021-09-14		
16 PROCUREMENT					
16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-09-14	2021-09-14	
17 ADMIN - PROPERTY					
17.1 ADMIN - PROPERTY	DELA MERCED, NANCY	Signed & Cleared	2021-09-14	2021-09-30	
18 LEGAL					
18.1 LEGAL	FERNANDO, RONALD THOMAS	Signed & Cleared	2021-09-14	2021-09-16	
19 POD					
19.1 POD	VILLAREAL, AMIEL	Signed & Cleared	2021-09-14	2021-09-15	
20 COOPERATIVE					
20.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-09-14	2021-09-16	
21 CANTEEN					
21.1 CANTEEN	.	-	2021-09-14		
22 UNIT ASSIGNMENT					
22.1 UNIT ASSIGNMENT	.	-	2021-09-14		
23 FINANCE					
23.1 Treasury	.	-	2021-09-14		
23.2 Accounting	.	-	2021-09-14		
23.3 Credit/Billing and Collection	ESTRELLA, MERCY	Signed & Cleared	2021-09-14	2021-09-15	
23.4 Payroll Department	.	-	2021-09-14		
24 HUMAN RESOURCE					
24.1 Human Resource	.	-	2021-09-14		
24.2 PMS Section	.	-	2021-09-14		

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **CHRISTOPHER MARCELO** having complied with all clearance requirements.

ROCHELL APAREJADO
HR Manager

2021-10-28 07:15:33
DATE ENDORSED

LIZBETH MAY SULAPAS
Accounting Manager

2021-10-27 16:18:47
DATE ENDORSED

APPROVED FOR CLEARANCE

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

DANNY CHUA
SVP - Group General Manager

2021-11-16 14:39:18
DATE APPROVED

DATE APPROVED

VACATION LEAVE LEDGER

DEALERSHIP: LEADING EDGE AUTOMOBILES PHILIPPINES, INC
NAME: MARCELO , CHRISTOPHER
HIRED: 8-Jun-15 LEADING EDGE AUTOMOBILES PHILIPPINES, INC
SEPARATED: 27-Aug-21
POSITION: SALES CONSULTANT
RANK LEVEL: RANK AND FILE
PROMOTION:

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
06/08/2015-12/31/2015	2015	-	-	-
01/01/2016-12/31/2016	2016	23.00	36.00	(13.00)
1/24/2017-12/31/2017	2017	40.00	20.00	20.00
01/01/2018-12/31/2018	2018	80.00	88.00	(8.00)
01/01/2019-12/31/2019	2019	40.00	32.00	8.00
01/01/2020-12/31/2020	2020	36.63	40.00	(3.37)
0101/2021-08/27/2021	2021	33.98	36.00	(2.02)

CONVERTIBLE TO CASH

1.61

, 20

Prepared by: IVAN F. PIDLAQAN

Date: 11/17/2021

LIST OF USED LEAVES

SEE ATTACHED