

**AUTOITALIA PHILIPPINES ENT, INC.**

GLOBAL CITY, TAGUIG

**Last pay slip**

Employee ID # : 25635  
Employee Name : CEDRIK CALDERON  
Date hired : 7-Aug-21  
Date resigned : 13-Oct-21  
Date computed : 19-Nov-21

1.) 13th MONTH PAY		2,966.56	-
a.) Base pay	2,966.56		
b.) NTA	-		
2.) VL CONVERSION PAY			-
3.) TAX REFUND			-
4.) RETIREMENT PAY			-
5.) HOLD SALARY & ADJ. ( 1 )			
GEJ-Q21-10-0001		5,098.83	
GEJ-Q21-10-0002		2,817.65	
-		-	
-		-	
-		-	
-		-	
-		-	
<b>TOTAL</b>		<b>10,883.04</b>	
6.) LESS: LOANS & DEDUCTIONS (2)			
-		-	
-		-	
-		-	
-		-	
-		-	
-		-	
-		-	
-		-	

**NET PAY****10,883.04**

Prepared by:


  
GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

11/19/2021

DATE

Reviewed by:

  
GODFREY O. CHALUYON

PAYROLL SUPERVISOR

DATE

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

Conforme:

CEDRIK CALDERON

SIGNATURE OF SEPARATED EMPLOYEE

DATE



## EMPLOYEE CLEARANCE FORM

Autoitalia Philippines Ent.

Date: 11/19/2021

NAME OF EMPLOYEE: **CEDRIK CALDERON**EMP. ID NO: **25635**DATE HIRED: **2021-08-07**POSITION TITLE: **F&I ASSISTANT**

EMP. STATUS:

**PROBATIONARY**COMPANY NAME: **AUTOITALIA PHILIPPINES ENT.**

DESIGNATION:

**F&I ASSISTANT**UNIT ASSIGNMENT: **FINANCING & INSURANCE**

SHARED SERVICES:

REASON:

EFFECTIVITY DATE:

**2021-10-13**

### ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

ACCOUNTABILITY AREAS	CLEARANCE OFFICERS		DATE		REMARKS
	OFFICER NAME	STATUS	RECEIVED DATE	DATE SIGNED	
1 SALES					
1.1 Retail Sales	LATIGAY, NATHALIE	Signed & Cleared	2021-10-19	2021-10-26	
1.2 Pre-Owned	.	-			
1.3 In-House/PSR	.	-			
1.4 Fleet/Accounts	.	-			
1.5 Financing/Insurance	PELO, EILEEN	Signed & Cleared	2021-10-19	2021-10-19	
2 AFTER SALES					
2.1 Service	GARVIDA, EMMANUEL	Signed & Cleared	2021-10-19	2021-10-21	
2.2 Body and Paint	.	-			
2.3 Parts/Accessories	.	-			
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	BONDOC, TRIZZIA	Signed & Cleared	2021-10-19	2021-11-15	
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	BONDOC, TRIZZIA	Signed & Cleared	2021-10-19	2021-11-15	
5 MARKETING					
5.1 MARKETING	BONDOC, TRIZZIA	Signed & Cleared	2021-10-19	2021-11-15	
6 I.T					
6.1 I.T Department	.	-			
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	LATAGAN, MARLON	Signed & Cleared	2021-10-19	2021-10-20	
8 COOPERATIVE					
8.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-10-19	2021-10-20	
9 CANTEEN					
9.1 CANTEEN	.	-			
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	GARVIDA, EMMANUEL	Signed & Cleared	2021-10-19	2021-10-21	
11 FINANCE					
11.1 Accounting	LOPEZ, JENELYN	Signed & Cleared	2021-10-19	2021-10-23	
11.2 Treasury/Billing	.	-			
11.3 Credit & Collection	.	-			
12 HUMAN RESOURCE					
12.1 Human Resource	MANALAYSAY, DWAN JANELLE	Signed & Cleared	2021-10-19	2021-10-19	
13 CORPLAN					
13.1 CORPLAN	.	-			

## ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

## 14 AUDIT

14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-10-19	2021-10-19	
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## 15 MIS

15.1 I.T Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-10-19	2021-10-19	
15.2 DMS	.	-			
15.3 Database	.	-			

## 16 PROCUREMENT

16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-10-19	2021-10-19	
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## 17 ADMIN - PROPERTY

17.1 ADMIN - PROPERTY	.	-			
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## 18 LEGAL

18.1 LEGAL	FERNANDO, RONALD THOMAS	Signed & Cleared	2021-10-19	2021-10-22	
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## 19 POD

19.1 POD	.	-			
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## 20 COOPERATIVE

20.1 COOPERATIVE	.	-			
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## 21 CANTEEN

21.1 CANTEEN	.	-			
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## 22 UNIT ASSIGNMENT

22.1 UNIT ASSIGNMENT	.	-			
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## 23 FINANCE

23.1 Treasury	.	-			
23.2 Accounting	.	-			
23.3 Credit/Billing and Collection	.	-			
23.4 Payroll Department	.	-			

## 24 HUMAN RESOURCE

24.1 Human Resource	MANALAYSAY, DWAN JANELLE	Signed & Cleared	2021-10-19	2021-10-19	
24.2 PMS Section	.	-			

## RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **CEDRIK CALDERON** having complied with all clearance requirements.

JENELYN LOPEZ

Accounting Manager

2021-11-18 16:11:04

DATE ENDORSED

DWAN JANELLE MANALAYSAY

HR Manager

2021-11-16 19:17:50

DATE ENDORSED

## APPROVED FOR CLEARANCE

This is to certify that **CEDRIK CALDERON** is cleared of all accountabilities with \_\_\_\_\_ under the AUTOHUB Group

MANUEL IGNACIO

VP Group General Manager

2021-11-18 16:20:25

DATE APPROVED

DWAN JANELLE

HR Manager

DATE APPROVED

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

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