

**AUTOITALIA PHILIPPINES ENT, INC.**

GLOBAL CITY, TAGUIG

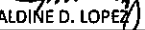
**Last pay slip**

Employee ID # : 25620  
Employee Name : GABRIEL VERDIDA  
Date hired : 7-Oct-20  
Date resigned : 29-Mar-21  
Date computed : 24-Nov-21

1). 13th MONTH PAY		4,767.67
a.) Base pay	4,767.67	
b.) NTA	-	
2.) VL CONVERSION PAY		-
3.) TAX REFUND		-
4.) RETIREMENT PAY		-
5.) HOLD SALARY & ADJ. ( 1 )		
GEJ-Q21-04-0001 - 4/15/2021		2,564.36
		-
		-
		-
		-
		-
		-
<b>TOTAL</b>		<b>7,332.03</b>
6.) LESS: LOANS & DEDUCTIONS (2)		
		-
		-
		-
		-
		-
		-
		-

**NET PAY****7,332.03**

Prepared by:


  
GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

12/01/2021

DATE

Reviewed by:

  
GODFREDO O. CHALUYON

PAYROLL SUPERVISOR

12/04/2021

DATE

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

Conforme:

GABRIEL VERDIDA

SIGNATURE OF SEPARATED EMPLOYEE

DATE



## EMPLOYEE CLEARANCE FORM

Autoitalia Philippines Ent.  
Date: 11/24/2021

NAME OF EMPLOYEE:	<b>GABRIEL VERDIDA</b>	EMP. ID NO:	<b>25620</b>	DATE HIRED:	<b>2020-10-07</b>
POSITION TITLE:	<b>PARTS ASSISTANT</b>	EMP. STATUS:		<b>PROBATIONARY</b>	
COMPANY NAME:	<b>AUTOITALIA PHILIPPINES ENT.</b>	DESIGNATION:		<b>PARTS ASSISTANT</b>	
UNIT ASSIGNMENT:	<b>PARTS</b>	SHARED SERVICES:			
REASON:		EFFECTIVITY DATE:		<b>2021-03-29</b>	

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	2021-10-25	2021-10-26	
1.2 Pre-Owned	.	-			
1.3 In-House/PSR	.	-			
1.4 Fleet/Accounts	.	-			
1.5 Financing/Insurance	PELO, EILEEN	Signed & Cleared	2021-10-25	2021-10-28	
2 AFTER SALES					
2.1 Service	GARVIDA, EMMANUEL	Signed & Cleared	2021-10-25	2021-10-28	
2.2 Body and Paint	.	-			
2.3 Parts/Accessories	.	-			
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	BONDOC, TRIZZIA	Signed & Cleared	2021-10-25	2021-11-18	
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	BONDOC, TRIZZIA	Signed & Cleared	2021-10-25	2021-11-18	
5 MARKETING					
5.1 MARKETING	BONDOC, TRIZZIA	Signed & Cleared	2021-10-25	2021-11-18	
6 I.T					
6.1 I.T Department	.	-			
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	LATAGAN, MARLON	Signed & Cleared	2021-10-25	2021-10-28	
8 COOPERATIVE					
8.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-10-25	2021-10-26	
9 CANTEEN					
9.1 CANTEEN	.	-			
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	GARVIDA, EMMANUEL	Signed & Cleared	2021-10-25	2021-10-28	
11 FINANCE					
11.1 Accounting	LOPEZ, JENELYN	Signed & Cleared	2021-10-25	2021-11-18	
11.2 Treasury/Billing	.	-			
11.3 Credit & Collection	.	-			
12 HUMAN RESOURCE					
12.1 Human Resource	MANALAYSAY, DWAN JANELLE	Signed & Cleared	2021-10-25	2021-10-25	
13 CORPLAN					
13.1 CORPLAN	.	-			

## ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

## 14 AUDIT

14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-10-25	2021-10-26	
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## 15 MIS

15.1 I.T Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-10-25	2021-11-01	
15.2 DMS	.	-			
15.3 Database	.	-			

## 16 PROCUREMENT

16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-10-25	2021-10-26	
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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	2021-10-25	2021-10-27	
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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	2021-10-25	2021-10-25	
24.2 PMS Section	.	-			

## RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **GABRIEL VERDIDA** having complied with all clearance requirements.

JENELYN LOPEZ

Accounting Manager

2021-11-18 16:10:23

DATE ENDORSED

DWAN JANELLE MANALAYSAY

HR Manager

2021-11-20 16:33:11

DATE ENDORSED

## APPROVED FOR CLEARANCE

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

MANUEL IGNACIO

VP Group General Manager

2021-11-23 13:09:44

DATE APPROVED

DWAN JANELLE

HR Manager

2021-11-20 16:35:59

DATE APPROVED

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

# VACATION LEAVE LEDGER

**DEALERSHIP:** AUTOITALIA PHILIPPINES ENT, INC.  
**NAME:** VERDIDA, GABRIEL  
**HIRED:** 07 October 2020  
**RESIGNED:** 29 March 2021  
**POSITION:** PARTS ASSISTANT  
**RANK LEVEL:** RANK AND FILE  
**PROMOTION:**

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
10/07/2020 - 12/31/2020	2020	-	-	-
01/01/2021 - 03/29/2021	2021	-	-	-

CONVERTIBLE TO CASH

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Prepared by:

  
EUNICE PINPINO

Date: 29/11/2021

Approved by:

  
DWAN JANELLE MANALAYSAY

Date: 29/11/2021

## LIST OF USED LEAVES

YEAR	DATE	HOURS	TOTAL
0			
0			
0			
0			