

Last pay slip

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Prepared by:

GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

10/19/2021

DATE _____

Reviewed by:

GODFREY O. CHALUYEN

~~PAYROLL SUPERVISOR~~

10. W. WOH

DATE _____

Conforme:

KENT BRUTAS

SIGNATURE OF SEPARATED EMPLOYEE

DATE _____

**EMPLOYEE CLEARANCE FORM**
 Autoitalia Philippines Ent.
 Date: 10/18/2021

NAME OF EMPLOYEE:	KENT BRUTAS	EMP. ID NO:	25558	DATE HIRED:	2020-10-30
POSITION TITLE:	SERVICE ADVISOR	EMP. STATUS:		PROBATIONARY	
COMPANY NAME:	AUTOITALIA PHILIPPINES ENT.	DESIGNATION:		SERVICE ADVISOR	
UNIT ASSIGNMENT:	SERVICE	SHARED SERVICES:			
REASON:		EFFECTIVITY DATE:		2021-04-30	

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	2021-07-28	2021-07-28	
1.2 Pre-Owned	.	-			
1.3 In-House/PSR	.	-			
1.4 Fleet/Accounts	.	-			
1.5 Financing/Insurance	PELO, EILEEN	Signed & Cleared	2021-07-28	2021-07-29	
2 AFTER SALES					
2.1 Service	GARVIDA, EMMANUEL	Signed & Cleared	2021-07-28	2021-08-03	
2.2 Body and Paint	.	-			
2.3 Parts/Accessories	.	-			
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	BONDOC, TRIZZIA	Signed & Cleared	2021-07-28	2021-08-18	
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	BONDOC, TRIZZIA	Signed & Cleared	2021-07-28	2021-08-18	
5 MARKETING					
5.1 MARKETING	CHEUNG, IVORY	Signed & Cleared	2021-07-28	2021-07-29	
6 I.T					
6.1 I.T Department	.	-			
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	LATAGAN, MARLON	Signed & Cleared	2021-07-28	2021-07-29	
8 COOPERATIVE					
8.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-07-28	2021-07-29	
9 CANTEEN					
9.1 CANTEEN	.	-			
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	GARVIDA, FMMANUEL	Signed & Cleared	2021-07-28	2021-08-03	
11 FINANCE					
11.1 Accounting	LOPEZ, JENELYN	Signed & Cleared	2021-07-28	2021-08-16	
11.2 Treasury/Billing	.	-			
11.3 Credit & Collection	.	-			
12 HUMAN RESOURCE					
12.1 Human Resource	ACOSTA, MARIAN KATRINA	Signed & Cleared	2021-07-28	2021-07-28	
13 CORPLAN					
13.1 CORPLAN	.	-			

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

14 AUDIT					
14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-07-28	2021-07-29	
15 MIS					
15.1 I.T Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-07-28	2021-07-29	
15.2 DMS	.	-			
15.3 Database	.	-			
16 PROCUREMENT					
16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-07-28	2021-07-28	
17 ADMIN - PROPERTY					
17.1 ADMIN - PROPERTY	.	-			
18 LEGAL					
18.1 LEGAL	.	-			
19 POD					
19.1 POD	.	-			
20 COOPERATIVE					
20.1 COOPERATIVE	.	-			
21 CANTEEN					
21.1 CANTEEN	.	-			
22 UNIT ASSIGNMENT					
22.1 UNIT ASSIGNMENT	.	-			
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	.	-			
24.2 PMS Section	.	-			

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **KENT BRUTAS** having complied with all clearance requirements.

JENELYN LOPEZ

Accounting Manager

2021-08-31 16:05:00

DATE ENDORSED

RUDOLF IVAN MAGLASANG

OIC-HR SUPERVISOR

2021-08-24 07:21:06

DATE ENDORSED

APPROVED FOR CLEARANCE

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

MANUEL IGNACIO

VP Group General Manager

2021-10-15 16:38:15

DATE APPROVED

TRIZZIA

Branch Head

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:	BRUTAS, KENT B.
HIRED:	30 October 2020
RESIGNED:	30 April 2021
POSITION:	SERVICE ADVISOR
RANK LEVEL:	RANK AND FILE
PROMOTION:	

[illegible]

CONVERTIBLE TO CASH

Prepared by: EUNICE PINPIÑO

Date: 10/18/2021

Approved by: DWAN JANELLE MANALAYSAY

Date: 10/18/2021

LIST OF USED LEAVES

YEAR

DATE _____

HOURS**TOTAL**