

LEADING EDGE AUTOMOBILES, INC.

GLOBAL CITY, TAGUIG

Last pay slip

Employee ID # : 55983
Employee Name : NOEMA FLEJOLES
Date hired : 4-Jun-19
Date resigned : 22-Sep-21
Date computed : 27-Nov-21

1.) 13th MONTH PAY	7,532.75
a.) Base pay	7,532.75
b.) NTA	-
2.) VL CONVERSION PAY	(766.77)
3.) TAX REFUND	-
4.) RETIREMENT PAY	-
5.) HOLD SALARY & ADJ. (1)	-
-	-
-	-
-	-
-	-
-	-
-	-
TOTAL	6,765.97
6.) LESS: LOANS & DEDUCTIONS (2)	
MEDICARD BAL	(5,954.34)
ID AND COC	(300.00)
-	-
-	-
-	-
-	-
-	-
	(6,254.34)
NET PAY	511.63

Prepared by:

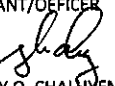

GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

12/01/2021

DATE

Reviewed by:


GODFREY O. CHALOVEN

PAYROLL SUPERVISOR

12/03/21

DATE

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

Conforme:

NOEMA FLEJOLES

SIGNATURE OF SEPARATED EMPLOYEE

DATE



EMPLOYEE CLEARANCE FORM

Leading Edge Automobile Phil. Inc

Date: 11/27/2021

NAME OF EMPLOYEE: **NOEMA FLEJOLIS**

EMP. ID NO: **55983**

DATE HIRED: **2019-06-04**

POSITION TITLE: **WARRANTY ADMINISTRATOR**

EMP. STATUS:

REGULAR

COMPANY NAME: **LEADING EDGE AUTOMOBILE PHIL. INC**

DESIGNATION:

UNIT ASSIGNMENT: **AFTERSALES DEPT.**

SHARED SERVICES:

REASON:

EFFECTIVITY DATE:

2021-09-22

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	2021-10-14	2021-10-14	
1.2 Pre-Owned	,	-	2021-10-14		
1.3 In-House/PSR	,	-	2021-10-14		
1.4 Fleet/Accounts	,	-	2021-10-14		
1.5 Financing/Insurance	LUNAS, EDNALIN	Signed & Cleared	2021-10-14	2021-10-18	
2 AFTER SALES					
2.1 Service	CONCEPCION, ARIEL	Signed & Cleared	2021-10-14	2021-10-14	
2.2 Body and Paint	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-10-14	2021-10-18	
2.3 Parts/Accessories	BONITA, LODIE	Signed & Cleared	2021-10-14	2021-10-18	
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	,	-	2021-10-14		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-10-14	2021-10-14	
5 MARKETING					
5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-10-14	2021-10-14	
6 I.T					
6.1 I.T Department	TORRES, JOHN EZRA	Signed & Cleared	2021-10-14	2021-10-14	
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-10-14	2021-11-16	
8 COOPERATIVE					
8.1 COOPERATIVE	,	-	2021-10-14		
9 CANTEEN					
9.1 CANTEEN	,	-	2021-10-14		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	CARANDANG, JESSICA	Signed & Cleared	2021-10-14	2021-10-14	
11 FINANCE					
11.1 Accounting	BAYBAY, ANNALYN	Signed & Cleared	2021-10-14	2021-10-14	
11.2 Treasury/Billing	GO, JANET	Signed & Cleared	2021-10-14	2021-10-14	
11.3 Credit & Collection	,	-	2021-10-14		
12 HUMAN RESOURCE					
12.1 Human Resource	APAREJADO, ROCHELL	Signed & Cleared	2021-10-22	2021-10-22	
13 CORPLAN					
13.1 CORPLAN	LAGULA, GERALD	Signed & Cleared	2021-10-14	2021-10-14	

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

14 AUDIT					
14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-10-14	2021-10-14	
15 MIS					
15.1 I.T Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-10-14	2021-10-19	
15.2 DMS	ANTHONY, ROD	Signed & Cleared	2021-10-14	2021-11-09	
15.3 Database	.	-	2021-10-14		
16 PROCUREMENT					
16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-10-14	2021-10-14	
17 ADMIN - PROPERTY					
17.1 ADMIN - PROPERTY	DELA MERCED, NANCY	Signed & Cleared	2021-10-14	2021-10-19	
18 LEGAL					
18.1 LEGAL	FERNANDO, RONALD THOMAS	Signed & Cleared	2021-10-14	2021-10-15	
19 POD					
19.1 POD	VILLAREAL, AMIEL	Signed & Cleared	2021-10-14	2021-10-15	
20 COOPERATIVE					
20.1 COOPERATIVE	.	-	2021-10-14		
21 CANTEEN					
21.1 CANTEEN	.	-	2021-10-14		
22 UNIT ASSIGNMENT					
22.1 UNIT ASSIGNMENT	.	-	2021-10-14		
23 FINANCE					
23.1 Treasury	.	-	2021-10-14		
23.2 Accounting	.	-	2021-10-14		
23.3 Credit/Billing and Collection	ESTRELLA, MERCY	Signed & Cleared	2021-10-14	2021-10-15	
23.4 Payroll Department	CHALUYEN, GODFREY	Signed & Cleared	2021-10-14	2021-10-15	
24 HUMAN RESOURCE					
24.1 Human Resource	.	-	2021-10-14		
24.2 PMS Section	.	-	2021-10-14		

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **NOEMA FLEJOLES** having complied with all clearance requirements.

ROCHELL APAREJADO

HR Manager

2021-11-26 10:32:50

DATE ENDORSED

ANNALYN BAYBAY

Accounting Manager

2021-11-26 10:23:22

DATE ENDORSED

APPROVED FOR CLEARANCE

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

DANNY CHUA

SVP - Group General Manager

2021-11-26 10:57:08

DATE APPROVED

DATE APPROVED

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

VACATION LEAVE LEDGER

DEALERSHIP: LEADING EDGE AUTOMOBILES PHILIPPINES, INC
NAME: FLEJOLES, NOEMA J.
HIRED: 4-Jun-19 LEADING EDGE AUTOMOBILES PHILIPPINES, INC
SEPARATED: 22-Sep-21
POSITION: WARRANTY ADMIN
RANK LEVEL: RANK AND FILE
PROMOTION:

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
06/04/2019-12/31/2019	2019	20.00	-	20.00
01/01/2020-12/31/2020	2020	36.63	54.00	(17.37)
01/01/2021-09/22/2021	2021	13.32	20.00	(6.68)

CONVERTIBLE TO CASH

(4.05)

Prepared by: IVAN F. PIDLAOAN

Date: 12/01/2021

LIST OF USED LEAVES

SEE ATTACHED

LASTPAY NOTES

From: Rochell Aparejado

FOR DEDUCTION

MEDICARD 5954.34

EXCESS VL - 8 HOURS - 766.77

ID AND COC 300 : (-7021.11)

2021-10-22 | 10:56:35

From: JESSICA CARANDANG

No turn over : (0.00)

2021-10-14 | 15:48:52

Total Amount: Php -7021.11

ARCH RECORD

FOR FINAL PAY COMPUT

NOTHING TO COMPUTE VIEW

	CLEARANCE DATE	RECEIVED DATE	STATUS	SLA RATING
NG	2021-09-03	2021-11-29	LASTPAY COMPUTATION	88 Days Rating: (0.00%)
Y RATOR	2021-10-14	2021-11-26	LASTPAY COMPUTATION	47 Days Rating: (43.33%)
ANT	2021-10-07	2021-11-08	LASTPAY COMPUTATION	54 Days Rating: (20%)
STANT	2021-10-26	2021-11-29	LASTPAY COMPUTATION	35 Days Rating: (83.33%)
ANT	2021-09-29	2021-11-25	LASTPAY COMPUTATION	62 Days Rating: (0.00%)
ANT	2021-09-28	2021-11-25	LASTPAY COMPUTATION	63 Days Rating: (0.00%)
ANT	2021-08-31	2021-11-08	LASTPAY COMPUTATION	91 Days Rating: (0.00%)
FOR	2021-09-01	2021-11-08	LASTPAY COMPUTATION	89 Days Rating: (0.00%)
ING	2021-11-02	2021-11-29	LASTPAY COMPUTATION	28 Days Rating: (100%)

HR: FOR DOCUMENTATION (0)

LEGAL: SCHEDULE OF RELEASE (4)

READY FOR RELEASE (10)

DEFERRED:WITH OBLIGATION (1)

SELECTED RECORD: FLEJOLES, NOEMA (Record # 55983)