

LEADING EDGE AUTOMOBILES, INC.

GLOBAL CITY, TAGUIG

Last pay slip

Employee ID # : 56029
Employee Name : RACHEL PAHILANAG
Date hired : 6-May-19
Date resigned : 30-Jun-21
Date computed : 1-Sep-21

1.) 13th MONTH PAY		7,080.91
a.) Base pay	7,080.91	
b.) NTA	-	
2.) VL CONVERSION PAY		(345.81)
3.) TAX REFUND		-
4.) RETIREMENT PAY		-
5.) HOLD SALARY & ADJ. (1)		
HOLD PAY - JUNE 30, 2021		5,855.24
HOLD PAY - JULY 15, 2021		3,388.24
		-
		-
		-
		-
		-
TOTAL		15,978.57
6.) LESS: LOANS & DEDUCTIONS (2)		-
		-
		-
		-
		-
		-
		-
		-

NET PAY **15,978.57**

Prepared by:



GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

9/1/2021

DATE

Reviewed by:


GODFREY O. CHALUYEN

PAYROLL SUPERVISOR

9/1/2021

DATE

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

Conforme:

RACHEL PAHILANAG

SIGNATURE OF SEPARATED EMPLOYEE

DATE



N/A

EMPLOYEE CLEARANCE FORM

Leading Edge Automobile Phil. Inc

Date: 09/01/2021

NAME OF EMPLOYEE:	RACHEL PAHILANAG	EMP. ID NO:	56029	DATE HIRED:	2019-05-06
POSITION TITLE:	SALES ADMIN	EMP. STATUS:		REGULAR	
COMPANY NAME:	LEADING EDGE AUTOMOBILE PHIL, INC	DESIGNATION:		N/A	
UNIT ASSIGNMENT:	FINANCING AND INSURANCE	SHARED SERVICES:		N/A	
REASON:		EFFECTIVITY DATE:		2021-06-30	

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

ACCOUNTABILITY AREAS	CLEARANCE OFFICERS		DATE		REMARKS
	OFFICER NAME	STATUS	RECEIVED DATE	DATE SIGNED	

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

1 SALES					
1.1 Retail Sales	TUNGOL, GHIE	Signed & Cleared	2021-07-12	2021-07-12	
1.2 Pre-Owned	TUNGOL, GHIE	Signed & Cleared	2021-07-12	2021-07-12	
1.3 In-House/PSR	TUNGOL, GHIE	Signed & Cleared	2021-07-12	2021-07-12	
1.4 Fleet/Accounts	TUNGOL, GHIE	Signed & Cleared	2021-07-12	2021-07-12	
1.5 Financing/Insurance	LUNAS, EDNALIN	Signed & Cleared	2021-07-12	2021-07-12	
2 AFTER SALES					
2.1 Service	CONCEPCION, ARIEL	Signed & Cleared	2021-07-12	2021-08-18	
2.2 Body and Paint	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-07-12	2021-07-12	
2.3 Parts/Accessories	BONITA, LODIE	Signed & Cleared	2021-07-12	2021-07-12	
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION		-	2021-07-12		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-07-12	2021-07-12	
5 MARKETING					
5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-07-12	2021-08-27	
6 I.T					
6.1 I.T Department	TORRES, JOHN EZRA	Signed & Cleared	2021-07-12	2021-07-12	
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-07-12	2021-08-16	
8 COOPERATIVE					
8.1 COOPERATIVE		-	2021-07-12		
9 CANTEEN					
9.1 CANTEEN		-	2021-07-12		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	LUNAS, EDNALIN	Signed & Cleared	2021-07-12	2021-07-12	
11 FINANCE					
11.1 Accounting	SULAPAS, LIZBETH MAY	Signed & Cleared	2021-07-12	2021-07-13	
11.2 Treasury/Billing	GO, JANET	Signed & Cleared	2021-07-12	2021-07-12	
11.3 Credit & Collection		-	2021-07-12		
12 HUMAN RESOURCE					
12.1 Human Resource	APAREJADO, ROCHELL	Signed & Cleared	2021-08-04	2021-08-04	
13 CORPLAN					
13.1 CORPLAN	LAGULA, GERALD	Signed & Cleared	2021-07-12	2021-07-12	
14 AUDIT					
14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-07-12	2021-07-12	
15 MIS					
15.1 I.T Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-07-12	2021-07-12	
15.2 DMS	ANTHONY, ROD	Signed & Cleared	2021-07-12	2021-08-12	
15.3 Database	ANTHONY, ROD	Signed & Cleared	2021-07-12	2021-08-12	
16 PROCUREMENT					
16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-07-12	2021-07-12	
17 ADMIN - PROPERTY					
17.1 ADMIN - PROPERTY	DELA MERCED, NANCY	Signed & Cleared	2021-07-12	2021-08-26	
18 LEGAL					
18.1 LEGAL	FERNANDO, RONALD THOMAS	Signed & Cleared	2021-07-12	2021-08-17	
19 POD					
19.1 POD	VILLAREAL, AMIEL	Signed & Cleared	2021-07-12	2021-07-12	
20 COOPERATIVE					
20.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-07-12	2021-07-12	
21 CANTEEN					
21.1 CANTEEN		-	2021-07-12		
22 UNIT ASSIGNMENT					
22.1 UNIT ASSIGNMENT		-	2021-07-12		
23 FINANCE					
23.1 Treasury		-	2021-07-12		
23.2 Accounting		-	2021-07-12		
23.3 Credit/Billing and Collection	ESTRELLA, MERCY	Signed & Cleared	2021-07-12	2021-07-12	
23.4 Payroll Department	CHALUYEN, GODFREY	Signed & Cleared	2021-07-12	2021-07-12	
24 HUMAN RESOURCE					
24.1 Human Resource		-	2021-07-12		
24.2 PMS Section		-	2021-07-12		

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **RACHEL PAHILANAG** having complied with all clearance requirements.

RECOMMENDED FOR CLEARANCE

ROCHELL APAREJADO

HR Manager

2021-08-28 11:08:08

DATE ENDORSED

LIZBETH MAY SULAPAS

Accounting Manager

2021-08-27 16:01:16

DATE ENDORSED

APPROVED FOR CLEARANCE

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

DANNY CHUA

SVP - Group General Manager

2021-08-31 14:26:11

DATE APPROVED

DATE APPROVED

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

VACATION LEAVE LEDGER

DEALERSHIP:

NAME: RACHEL PAHILANAG

HIRED: 6-May-19

LEADING EDGE AUTOMOBILES PHILIPPINES, INC

SEPARA 30-Jun-21

POSITION: F&I Coordinator

RANK: RANK AND FILE

PROMOTION:

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
05/06/2019-12/31/2019	2019	23.33	4.00	19.33
01/01/2020-12/31/2020	2020	33.30	53.00	(19.70)
01/01/2021-06/30/2021	2021	19.98	24.00	(4.02)

CONVERTIBLE TO CASH

(4.39)

Prepared by: IVAN F. PIDLAOAN

Date: 9/1/2021

LIST OF USED LEAVES

SEE ATTACHED