

MOTOITALIA PHILIPPINES, INC. TRIUMPH

GLOBAL CITY, TAGUIG

Last pay slip

Employee ID # : 62040
Employee Name : BENJIE LAGUNA
Date hired : 21-Jun-16
Date resigned : 20-Jul-21
Date computed : 21-Sep-21

1). 13th MONTH PAY 2,889.29

a.) Base pay 2,889.29

b.) NTA -

2.) VL CONVERSION PAY 6,470.80

3.) TAX REFUND -

4.) RETIREMENT PAY -

5.) HOLD SALARY & ADJ. (1)

HOLDPAY - JULY 30, 2021 5,925.47

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TOTAL 15,285.56

6.) LESS: LOANS & DEDUCTIONS (2)

COOP LOAN BAL. (6,512.50)

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(6,512.50)

NET PAY 8,773.06

Prepared by:



GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

9/21/2021

DATE

Reviewed by:


GODFREY O. CHALUYON

PAYROLL SUPERVISOR

09/20/2021
DATE

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

Conforme:

BENJIE LAGUNA

SIGNATURE OF SEPARATED EMPLOYEE

DATE



EMPLOYEE CLEARANCE FORM
TRIUMPH MOTORCYCLES PHILIPPINES, INC.
 Date: 09/21/2021

NAME OF EMPLOYEE:	BENJIE LAGUNA	EMP. ID NO:	62040	DATE HIRED:	2016-06-21
POSITION TITLE:	TECHNICIAN	EMP. STATUS:		REGULAR	
COMPANY NAME:	TRIUMPH MOTORCYCLES PHILIPPINES, INC.	DESIGNATION:		TECHNICIAN	
UNIT ASSIGNMENT:	SERVICE	SHARED SERVICES:		N/A	
REASON:		EFFECTIVITY DATE:		2021-07-20	

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	CATARROJA, CHRIS	Signed & Cleared	2021-07-21	2021-08-25	
1.2 Pre-Owned	,	-	2021-07-21		
1.3 In-House/PSR	,	-	2021-07-21		
1.4 Fleet/Accounts	,	-	2021-07-21		
1.5 Financing/Insurance	,	-	2021-07-21		

2 AFTER SALES

2.1 Service	BOCES JR., JESUS	Signed & Cleared	2021-07-21	2021-07-22	
2.2 Body and Paint	,	-	2021-07-21		
2.3 Parts/Accessories	,	-	2021-07-21		

3 TECHNICAL OPERATION

3.1 TECHNICAL OPERATION	,	-	2021-07-21		
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4 CUSTOMER RELATIONS

4.1 CUSTOMER RELATIONS	CHEUNG, IVORY	Signed & Cleared	2021-07-21	2021-07-29	
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5 MARKETING

5.1 MARKETING	PURUGGANAN, MONZIT	Signed & Cleared	2021-07-21	2021-07-21	
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6 IT

6.1 I.T Department	VERDIDA, GABRIEL	Signed & Cleared	2021-07-21	2021-07-21	
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7 ADMIN - PROPERTY

7.1 ADMIN - PROPERTY	LATAGAN, MARLON	Signed & Cleared	2021-07-21	2021-07-21	
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8 COOPERATIVE

8.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-07-21	2021-07-21	
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9 CANTEEN

9.1 CANTEEN	,	-	2021-07-21		
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10 UNIT ASSIGNMENT

10.1 UNIT ASSIGNMENT	CATARROJA, CHRIS	Signed & Cleared	2021-07-21	2021-08-25	
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II FINANCE

11.1 Accounting	CABANERO, GIANE VALERIE	Signed & Cleared	2021-07-21	2021-08-26	
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11.2 Treasury/Billing	,	-	2021-07-21		
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11.3 Credit & Collection	,	-	2021-07-21		
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12 HUMAN RESOURCE

12.1 Human Resource	ACOSTA, MARIAN KATRINA	Signed & Cleared	2021-07-21	2021-07-22	
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13 CORPLAN

13.1 CORPLAN	,	-	2021-07-21		
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14 AUDIT

14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-07-21	2021-07-22	
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15 MIS

15.1 I.T Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-07-21	2021-07-21	
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15.2 DMS	,	-			
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15.3 Database	,	-			
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16 PROCUREMENT

16.1 PROCUREMENT	,	-			
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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	2021-07-21	2021-07-23	
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19 POD

19.1 POD	VILLAREAL, AMIEL	Signed & Cleared	2021-07-21	2021-07-22	
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20 COOPERATIVE

20.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-07-21	2021-07-21	
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21 CANTEEN

21.1 CANTEEN	,	-	2021-07-21		
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22 UNIT ASSIGNMENT

22.1 UNIT ASSIGNMENT	,	-	2021-07-21		
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23 FINANCE

23.1 Treasury	,	-	2021-07-21		
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23.2 Accounting	,	-			
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23.3 Credit/Billing and Collection	,	-			
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23.4 Payroll Department	,	-			
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24 HUMAN RESOURCE

24.1 Human Resource	,	-	2021-07-21		
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24.2 PMS Section	,	-			
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RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **BENJIE LAGUNA** having complied with all clearance requirements.

RECOMMENDED FOR CLEARANCE

RUDOLF IVAN MAGLASANG
OIC-HR SUPERVISOR

2021-09-10 23:58:40
DATE ENDORSED

GIANE VALERIE CABANERO
Accounting Manager

2021-08-26 13:54:34
DATE ENDORSED

APPROVED FOR CLEARANCE

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

SAMMY MONTECASTRO
General Manager

2021-09-21 12:42:52
DATE APPROVED

DATE APPROVED

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

VACATION LEAVE LEDGER

DEALERSHIP: TRIUMPH MOTORCYCLES PHILIPPINES, INC.
NAME: LAGUNA, BENJIE
HIRED: 21-Jun-16
RESIGNED: 20-Jul-21
POSITION: TECHNICIAN
RANK LEVEL: RANK AND FILE
PROMOTION:

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
06/21/2016 - 12/31/2016	2016	19.98	-	19.98
01/01/2017 - 12/31/2017	2017	39.96	-	39.96
01/01/2018 - 12/31/2018	2018	39.96	20.00	19.96
01/01/2019 - 12/31/2019	2019	39.96	24.00	15.96
01/01/2020 - 12/31/2020	2020	39.96	40.00	(0.04)
01/01/2021 - 07/20/2021	2021	23.31	26.00	(2.69)
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CONVERTIBLE TO CASH 93.13

Prepared by:


CHESTER GARCIA

Date: 9/22/2021

Approved by:


VANDOLF MAGLASANG

Date: 9/22/2021

LIST OF USED LEAVES

YEAR	DATE	HOURS	TOTAL
2018	09/13/2018	8	8
	09/14/2018	8	8
	11/21/2018	4	4
2018 Total			20
2019	02/26/2019	8	8
	02/27/2019	8	8
	11/25/2019	8	8
2019 Total			24
2020	3/17/2020	8	8
	3/18/2020	8	8

LIST OF USED LEAVES

YEAR	DATE	HOURS	TOTAL
	3/19/2020	8	8
	3/20/2020	8	8
	12/29/2020	8	8
<u>2020 Total</u>			<u>40</u>
2021	05/24/2021	8	8
0	05/14/2021	9	9
0	07/09/2021	9	9
<u>2021 Total</u>			<u>26</u>

GLOBAL CITY, TAGUIG

Employee ID # : 62040
Employee Name : BENJIE LAGUNA
Date hired : 21-Jun-16
Date resigned : 20-Jul-21
Date computed : 21-Sep-21

2.) VL CONVERSION PAY
3.) TAX REFUND
4.) RETIREMENT PAY
5.) HOLD SALARY & ADJ. (1)

TOTAL	5,586.52
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6.) LESS: LOANS & DEDUCTIONS (2)

NET PAY 5.586.52

Prepared by:

GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

9/23/2021

DATE _____

Reviewed by:

GODFREY O. CHALUYEN

~~PAYROLL SUPERVISOR~~

DATE _____

DATE _____

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

Conforme:

BENJIE LAGUNA

SIGNATURE OF SEPARATED EMPLOYEE

DATE _____