

**AUTOITALIA PHILIPPINES ENT, INC.**

GLOBAL CITY, TAGUIG

**Last pay slip**

Employee ID # : 25507  
Employee Name : MALLARI, KATHLEEN MAY  
Date hired : 15-Nov-19  
Date resigned : 15-Aug-21  
Date computed : 0-Jan-00

1). 13th MONTH PAY	9,208.52
a.) Base pay	9,208.52
b.) NTA	-
2.) VL CONVERSION PAY	1,571.88
3.) TAX REFUND	-
4.) RETIREMENT PAY	-
5.) HOLD SALARY & ADJ. ( 1 )	-
-	-
-	-
-	-
-	-
-	-
-	-
<b>TOTAL</b>	<b>10,780.40</b>
6.) LESS: LOANS & DEDUCTIONS (2)	
UNLIQUIDATED REVOLVING FUND	(3,000.00)
-	-
-	-
-	-
-	-
-	-
-	-
	<b>(3,000.00)</b>

**NET PAY** **7,780.40**

Prepared by:


  
GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

10/25/2021

DATE

Reviewed by:

  
GODFREY O. CHALUYEN

PAYROLL SUPERVISOR

10/26/2021  
DATE

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

Conforme:

MALLARI, KATHLEEN MAY

SIGNATURE OF SEPARATED EMPLOYEE

DATE



# EMPLOYEE CLEARANCE FORM

Autoitalia Philippines Ent.  
Date: 10/25/2021

NAME OF EMPLOYEE	KATHLEEN MAY MALLARI	EMP ID No.	25507	DATE HIRED	2019-11-15
POSITION TITLE	F&I ASSISTANT	EMP STATUS	REGULAR		
COMPANY NAME	AUTOITALIA PHILIPPINES ENT.	REGULATION	F&I ASSISTANT		
UNIT ASSIGNMENT	FINANCING AND INSURANCE	SHARED SERVICES			
REASON:		EFFECTIVITY DATE:	2021-08-15		

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	2021-09-05	2021-09-07	
1.2 Pre-Owned	.	-			
1.3 In-House/PSR	.	-			
1.4 Fleet/Accounts	.	-			
1.5 Financing/Insurance	PEIO, FILEEN	Signed & Cleared	2021-09-05	2021-09-07	
2 AFTER SALES					
2.1 Service	GARVIDA, EMMANUEL	Signed & Cleared	2021-09-05	2021-09-06	
2.2 Body and Paint	.	-			
2.3 Parts/Accessories	.	-			
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	BONDOC, TRIZZIA	Signed & Cleared	2021-09-05	2021-10-04	
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	BONDOC, TRIZZIA	Signed & Cleared	2021-09-05	2021-10-04	
5 MARKETING					
5.1 MARKETING	CHEUNG, IVORY	Signed & Cleared	2021-09-05	2021-09-18	
6 I.T					
6.1 I.T Department	.	-			
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	LATAGAN, MARLON	Signed & Cleared	2021-09-05	2021-09-09	
8 COOPERATIVE					
8.1 COOPERATIVE	CHAIUYEN, GODFREY	Signed & Cleared	2021-09-05	2021-09-13	
9 CANTEEN					
9.1 CANTEEN	.	-			
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	GARVIDA, EMMANUEL	Signed & Cleared	2021-09-05	2021-09-06	
11 FINANCE					
11.1 Accounting	LOPEZ, JENELYN	Signed & Cleared	2021-09-05	2021-09-15	
11.2 Treasury/Billing	.	-			
11.3 Credit & Collection	.	-			
12 HUMAN RESOURCE					
12.1 Human Resource	MANALAYSAY, DWAN JANELLE	Signed & Cleared	2021-09-05	2021-09-08	
13 CORPLAN					
13.1 CORPLAN	.	-			

## ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

## 14 AUDIT

14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-09-05	2021-09-06	
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## 15 MIS

15.1 I.T Department HQ	ENDARA ARNEL	Signed & Cleared	2021-09-05	2021-09-06	
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15.2 DMS		-			
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15.3 Database		-			
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## 16 PROCUREMENT

16.1 PROCUREMENT	PAC DIOSDADA	Signed & Cleared	2021-09-05	2021-09-05	
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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	2021-09-05	2021-09-06	
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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		-			
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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	MANALAYSAY, DWAN JANELLE	Signed & Cleared	2021-09-05	2021-09-08	
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24.2 PMS Section		-			
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## RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **KATHLEEN MAY MALLARI** having complied with all clearance requirements.

JENELYN LOPEZ

Accounting Manager

2021-10-23 15:19:40

DATE ENDORSED

DWAN JANELLE MANALAYSAY

HR Manager

2021-10-07 18:51:14

DATE ENDORSED

APPROVED FOR SIGNATURE

This is to certify that **KATHLEEN MAY MALLARI** is cleared of all accountabilities with \_\_\_\_\_ under the AUTO HUB Group

MANUEL IGNACIO

VP Group General Manager

2021-10-23 15:25:20

DATE APPROVED

DATE APPROVED

# VACATION LEAVE LEDGER

**DEALERSHIP:** AUTOITALIA PHILIPPINES ENT, INC.  
**NAME:** MALLARI, KATHLEEN MAY P. 25507  
**HIRED:** 11/15/2019  
**RESIGNED:** 08/15/2021  
**POSITION:** FINANCING & INSURANCE ASSISTANT  
**RANK LEVEL:** RANK AND FILE  
**PROMOTION:**

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
11/15/2019 - 12/31/2019	2019	3.33	-	3.33
01/01/2020 - 12/31/2020	2020	29.97	32.00	(2.03)
01/01/2021 - 08/15/2021	2021	26.64	8.00	18.64
			-	-
			-	-
			-	-
			-	-

CONVERTIBLE TO CASH

19.94

= 2.50

Prepared by: EUNICE PINPIÑO

Date: 10/7/2021

Approved by: DWAN MANALAYSAY

Date: 10/7/2021

## LIST OF USED LEAVES

YEAR	DATE	HOURS	TOTAL
2020	10/29/2020	8	8
	10/23/2020	8	8
	10/28/2020	8	8
	10/30/2020	8	8
0			32
2021	06/25/2021	8	8
0			8