

**AUTOITALIA PHILIPPINES ENT, INC.**  
**GLOBAL CITY, TAGUIG**

**Last pay slip**

Employee ID # : 25549  
Employee Name : **STA. ANA MARVIC**  
Date hired : 7-Oct-20  
Date resigned : 14-Jul-21  
Date computed : 0-Jan-00

1). 13th MONTH PAY		7,074.34
a.) Base pay	7,074.34	
b.) NTA	-	
2.) VL CONVERSION PAY		1,100.32
3.) TAX REFUND		-
4.) RETIREMENT PAY		-
5.) HOLD SALARY & ADJ. ( 1 )		
HOLDPAY - JULY 15, 2021		1,556.15
HOLDPAY - JULY 30, 2021		1,115.09
-		-
-		-
-		-
-		-
-		-
<b>TOTAL</b>		<b>10,845.90</b>
6.) LESS: LOANS & DEDUCTIONS (2)		-
-		-
-		-
-		-
-		-
-		-
-		-
-		-

**NET PAY** **10,845.90**

Prepared by:


  
GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

10/19/2021

DATE

Reviewed by:

  
GODFREY O. CHAYUEN

PAYROLL SUPERVISOR

10-12-2021

DATE

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

Conforme:

STA. ANA MARVIC

SIGNATURE OF SEPARATED EMPLOYEE

DATE

**EMPLOYEE CLEARANCE FORM**
 Autoitalia Philippines Ent.  
 Date: 10/18/2021
NAME OF EMPLOYEE: **MARVIC STA. ANA**EMP. ID NO: **22549**DATE HIRED: **2020-10-07**POSITION TITLE: **MARKETING ASSISTANT**

EMP. STATUS:

**REGULAR**COMPANY NAME: **AUTOITALIA PHILIPPINES ENT.**

DESIGNATION:

**MARKETING ASSISTANT**UNIT ASSIGNMENT: **MARKETING**

SHARED SERVICES:

REASON:

EFFECTIVITY DATE:

**2021-07-14**

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	2021-08-28	2021-09-07	
1.2 Pre-Owned	.	-			
1.3 In-House/PSR	.	-			
1.4 Fleet/Accounts	.	-			
1.5 Financing/Insurance	PELO, EILEEN	Signed & Cleared	2021-08-28	2021-09-01	
2 AFTER SALES					
2.1 Service	GARVIDA, EMMANUEL	Signed & Cleared	2021-08-28	2021-08-31	
2.2 Body and Paint	.	-			
2.3 Parts/Accessories	.	-			
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	BONDOC, TRIZZIA	Signed & Cleared	2021-08-28	2021-08-31	
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	BONDOC, TRIZZIA	Signed & Cleared	2021-08-28	2021-08-31	
5 MARKETING					
5.1 MARKETING	CHEUNG, IVORY	Signed & Cleared	2021-08-28	2021-09-18	
6 I.T					
6.1 I.T Department	.	-			
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	LATAGAN, MARLON	Signed & Cleared	2021-08-28	2021-08-31	
8 COOPERATIVE					
8.1 COOPERATIVE	CHALUYEN, GODFRFY	Signed & Cleared	2021-08-28	2021-09-01	
9 CANTEEN					
9.1 CANTEEN	.	-			
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	GARVIDA, FMMANUEL	Signed & Cleared	2021-08-28	2021-08-31	
11 FINANCE					
11.1 Accounting	LOPEZ, JENELYN	Signed & Cleared	2021-08-28	2021-08-31	
11.2 Treasury/Billing	.	-			
11.3 Credit & Collection	.	-			
12 HUMAN RESOURCE					
12.1 Human Resource	MANALAYSAY, DWAN JANELLE	Signed & Cleared	2021-08-28	2021-09-01	
13 CORPLAN					
13.1 CORPLAN	.	-			

## ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

<b>14 AUDIT</b>					
14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-08-28	2021-09-01	
<b>15 MIS</b>					
15.1 I.T Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-08-28	2021-09-03	
15.2 DMS	.	-			
15.3 Database	.	-			
<b>16 PROCUREMENT</b>					
16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-08-28	2021-08-29	
<b>17 ADMIN - PROPERTY</b>					
17.1 ADMIN - PROPERTY	.	-			
<b>18 LEGAL</b>					
18.1 LEGAL	FERNANDO, RONALD THOMAS	Signed & Cleared	2021-08-28	2021-09-01	
<b>19 POD</b>					
19.1 POD	.	-			
<b>20 COOPERATIVE</b>					
20.1 COOPERATIVE	.	-			
<b>21 CANTEEN</b>					
21.1 CANTEEN	.	-			
<b>22 UNIT ASSIGNMENT</b>					
22.1 UNIT ASSIGNMENT	.	-			
<b>23 FINANCE</b>					
23.1 Treasury	.	-			
23.2 Accounting	.	-			
23.3 Credit/Billing and Collection	.	-			
23.4 Payroll Department	.	-			
<b>24 HUMAN RESOURCE</b>					
24.1 Human Resource	MANALAYSAY, DWAN JANELLE	Signed & Cleared	2021-08-28	2021-09-01	
24.2 PMS Section	.	-			

## RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **MARVIC STA. ANA** having complied with all clearance requirements.

JENELYN LOPEZ

Accounting Manager

2021-09-20 16:07:47

DATE ENDORSED

DWAN JANELLE MANALAYSAY

HR Manager

2021-09-18 13:16:46

DATE ENDORSED

## APPROVED FOR CLEARANCE

This is to certify that **MARVIC STA. ANA** is cleared of all accountabilities with \_\_\_\_\_ under the AUTOHUB Group

MANUEL IGNACIO

VP Group General Manager

2021-10-15 16:38:39

DATE APPROVED

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:** MARVIC, STA. ANA 25549  
**HIRED:** 10/07/2020  
**RESIGNED:** 07/14/2021  
**POSITION:** MARKETING ASSISTANT  
**RANK LEVEL:** RANK AND FILE  
**PROMOTION:**

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
10/07/2020 - 12/31/2020	2020	9.99	-	9.99
01/01/2021 - 07/14/2021	2021	19.98	16.00	3.98
			-	-
				-
				-
				-

<b>CONVERTIBLE TO CASH</b>	<b>13.97</b>
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= 1.75

Prepared by: EUNICE PINPIÑO Date: 10/7/2021

Approved by: DWAN MANALAYSAY Date: 10/7/2021

### LIST OF USED LEAVES

YEAR	DATE	HOURS	TOTAL
2021	05/14/2021	8	8
	05/26/2021	8	8
0			16