

Last pay slip

Employee ID # : 55909
Employee Name : **NATHANIEL CASTRO**
Date hired : 1-Aug-19
Date resigned : 15-Jul-21
Date computed : 1-Sep-21

[illegible]

TOTAL	4,931.08
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6.) LESS: LOANS & DEDUCTIONS (2)

NET PAY 4.931.08

Prepared by:

GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

9/1/2021

DATE _____

Reviewed by:

GODFREY O. CHALUYEN

~~PAYROLL SUPERVISOR~~

DATE _____

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

Conforme:

NATHANIEL CASTRO

SIGNATURE OF SEPARATED EMPLOYEE

DATE _____



N/A

EMPLOYEE CLEARANCE FORM

Leading Edge Automobile Phil. Inc

Date: 09/01/2021

NAME OF EMPLOYEE:	NATHANIEL CASTRO	EMP. ID NO:	55909	DATE HIRED:	2019-08-01
POSITION TITLE:	SALES CONSULTANT	EMP. STATUS:		REGULAR	
COMPANY NAME:	LEADING EDGE AUTOMOBILE PHIL. INC	DESIGNATION:		N/A	
UNIT ASSIGNMENT:	SALES	SHARED SERVICES:		N/A	
REASON:		EFFECTIVITY DATE:		2021-07-15	

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	2021-07-27	2021-07-28	
1.2 Pre-Owned	,	Signed & Cleared	2021-07-27	2021-07-27	
1.3 In-House/PSR	,	-	2021-07-27		
1.4 Fleet/Accounts	,	-	2021-07-27		
1.5 Financing/Insurance	LUNAS, EDNALIN	Signed & Cleared	2021-07-27	2021-07-27	
2 AFTER SALES					
2.1 Service	CONCEPCION, ARIEL	Signed & Cleared	2021-07-27	2021-07-27	
2.2 Body and Paint	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-07-27	2021-07-28	
2.3 Parts/Accessories	BONITA, LODIE	Signed & Cleared	2021-07-27	2021-07-27	
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	,	-	2021-07-27		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-07-27	2021-07-27	
5 MARKETING					
5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-07-27	2021-08-02	
6 IT					
6.1 IT Department	TORRES, JOHN EZRA	Signed & Cleared	2021-07-27	2021-07-27	
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-07-27	2021-07-27	
8 COOPERATIVE					
8.1 COOPERATIVE	,	-	2021-07-27		
9 CANTEEN					
9.1 CANTEEN	,	-	2021-07-27		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	,	Signed & Cleared	2021-07-27	2021-08-02	
11 FINANCE					
11.1 Accounting	SULAPAS, LIZBETH MAY	Signed & Cleared	2021-07-27	2021-07-27	
11.2 Treasury/Billing	GO, JANET	Signed & Cleared	2021-07-27	2021-07-29	
11.3 Credit & Collection	,	-	2021-07-27		
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	2021-07-27	2021-07-27	
14 AUDIT					
14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-07-27	2021-07-29	
15 MIS					
15.1 IT Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-07-27	2021-07-28	
15.2 DMS	ANTHONY, ROD	Signed & Cleared	2021-07-27	2021-07-27	
15.3 Database	,	-	2021-07-27		
16 PROCUREMENT					
16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-07-27	2021-07-28	
17 ADMIN - PROPERTY					
17.1 ADMIN - PROPERTY	DELA MERCED, NANCY	Signed & Cleared	2021-07-27	2021-07-27	
18 LEGAL					
18.1 LEGAL	FERNANDO, RONALD THOMAS	Signed & Cleared	2021-07-27	2021-07-29	
19 POD					
19.1 POD	VILLAREAL, AMIEL	Signed & Cleared	2021-07-27	2021-07-28	
20 COOPERATIVE					
20.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-07-27	2021-07-29	
21 CANTEEN					
21.1 CANTEEN	,	-	2021-07-27		
22 UNIT ASSIGNMENT					
22.1 UNIT ASSIGNMENT	,	-	2021-07-27		
23 FINANCE					
23.1 Treasury	,	-	2021-07-27		
23.2 Accounting	,	-	2021-07-27		
23.3 Credit/Billing and Collection	ESTRELLA, MERCY	Signed & Cleared	2021-07-27	2021-07-27	
23.4 Payroll Department	,	-	2021-07-27		
24 HUMAN RESOURCE					
24.1 Human Resource	,	-	2021-07-27		
24.2 PMS Section	,	-	2021-07-27		

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **NATHANIEL CASTRO** having complied with all clearance requirements.

RECOMMENDED FOR CLEARANCE

ROCHELL APAREJADO

HR Manager

2021-08-28 11:07:03

DATE ENDORSED

LIZBETH MAY SULAPAS

Accounting Manager

2021-08-05 10:19:56

DATE ENDORSED

APPROVED FOR CLEARANCE

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

DANNY CHUA

SVP - Group General Manager

2021-08-31 14:27:01

DATE APPROVED

DATE APPROVED

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

VACATION LEAVE LEDGER

DEALER LEADING EDGE AUTOMOBILES PHILIPPINES, INC

NAME: NATHANIEL CASTRO

HIRED: 1-Aug-19 LEADING EDGE AUTOMOBILES PHILIPPINES, INC

SEPARATION: 15-Jul-21

POSITION: SALES CONSULTANT

RANK: LEAD RANK AND FILE

PROMOTION:

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
08/01/2019-12/31/2019	2019	-	-	-
01/01/2020-12/31/2020	2020	43.31	32.00	11.31
01/01/2021-07/15/2021	2021	23.31	24.00	(0.69)

CONVERTIBLE TO CASH

10.62

= 1.33

Prepared by: IVAN F. PIDLAOAN

Date: 9/1/2021

LIST OF USED LEAVES

SEE ATTACHED