

MOTOITALIA PHILIPPINES, INC.

GLOBAL CITY, TAGUIG

Last pay slip

Employee ID # : 25581
Employee Name : MARJORIE OGBAC
Date hired : 16-Mar-18
Date resigned : 21-Jul-21
Date computed : 7-Sep-21

1). 13th MONTH PAY		8,198.91
a.) Base pay	8,198.91	
b.) NTA	-	
2.) VL CONVERSION PAY		1,169.48
3.) TAX REFUND		-
4.) RETIREMENT PAY		-
5.) HOLD SALARY & ADJ. (1)		
HOLDPAY - AUG 15, 2021		6,697.91
		-
		-
		-
		-
		-
		-
TOTAL		16,066.30
6.) LESS: LOANS & DEDUCTIONS (2)		
		-
		-
		-
		-
		-
		-
		-
		-

NET PAY**16,066.30**

Prepared by:



GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

9/7/2021

DATE

Reviewed by:


GODFREY O. CHALUYEN

PAYROLL SUPERVISOR

9/10/21

DATE

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

Conforme:

MARJORIE OGBAC

SIGNATURE OF SEPARATED EMPLOYEE

DATE

**EMPLOYEE CLEARANCE FORM**

Motoitalia Phil. Inc.
Date: 09/06/2021

NAME OF EMPLOYEE:	MARJORIE OGBAC	EMP. ID NO:	25581	DATE HIRED:	2018-03-16
POSITION TITLE:	LTO COORDINATOR	EMP. STATUS:		REGULAR	
COMPANY NAME:	MOTOITALIA PHIL. INC.	DESIGNATION:		LTO COORDINATOR	
UNIT ASSIGNMENT:	SALES DEPARTMENT	SHARED SERVICES:		NA	
REASON:		EFFECTIVITY DATE:		2021-07-21	

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	CORPUZ, ARLENE GRACE	Signed & Cleared	2021-07-16	2021-07-19	
1.2 Pre-Owned	,	-	2021-07-16		
1.3 In-House/PSR	,	-	2021-07-16		
1.4 Fleet/Accounts	,	-	2021-07-16		
1.5 Financing/Insurance	PELO, EILEEN	Signed & Cleared	2021-07-16	2021-07-16	

2 AFTER SALES

2.1 Service	CHUA, MARIS	Signed & Cleared	2021-07-16	2021-07-22	
2.2 Body and Paint	,	-	2021-07-16		
2.3 Parts/Accessories	,	-	2021-07-16		

3 TECHNICAL OPERATION

3.1 TECHNICAL OPERATION	,	-	2021-07-16		
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4 CUSTOMER RELATIONS

4.1 CUSTOMER RELATIONS	CHUA, MARIS	Signed & Cleared	2021-07-16	2021-07-21	
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5 MARKETING

5.1 MARKETING	GAMARA, RYAN KENNETH	Signed & Cleared	2021-07-16	2021-07-16	
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6 I.T

6.1 I.T Department	VERDIDA, GABRIEL	Signed & Cleared	2021-07-16	2021-07-19	
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7 ADMIN - PROPERTY

7.1 ADMIN - PROPERTY	LATAGAN, MARLON	Signed & Cleared	2021-07-16	2021-07-22	
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8 COOPERATIVE

8.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-07-16	2021-07-19	
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9 CANTEEN

9.1 CANTEEN	,	-	2021-07-16		
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10 UNIT ASSIGNMENT

10.1 UNIT ASSIGNMENT	CORPUZ, ARLENE GRACE	Signed & Cleared	2021-07-16	2021-07-19	
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11 FINANCE

11.1 Accounting	CABANERO, GIANE VALERIE	Signed & Cleared	2021-07-16	2021-08-05	
11.2 Treasury/Billing	,	-	2021-07-16		
11.3 Credit & Collection	,	-	2021-07-16		

12 HUMAN RESOURCE

12.1 Human Resource	ACOSTA, MARIAN KATRINA	Signed & Cleared	2021-07-16	2021-07-16	
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13 CORPLAN

13.1 CORPLAN	,	-	2021-07-16		
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14 AUDIT

14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-07-16	2021-07-16	
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15 MIS

15.1 I.T Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-07-16	2021-07-17	
15.2 DMS	,	-	2021-07-16		
15.3 Database	,	-	2021-07-16		

16 PROCUREMENT

16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-07-16	2021-07-17	
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17 ADMIN - PROPERTY

17.1 ADMIN - PROPERTY	,	-	2021-07-16		
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18 LEGAL

18.1 LEGAL	FERNANDO, RONALD THOMAS	Signed & Cleared	2021-07-16	2021-08-17	
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19 POD

19.1 POD	VILLAREAL, AMIEL	Signed & Cleared	2021-07-16	2021-07-21	
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20 COOPERATIVE

20.1 COOPERATIVE	,	-	2021-07-16		
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21 CANTEEN

21.1 CANTEEN	,	-	2021-07-16		
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22 UNIT ASSIGNMENT

22.1 UNIT ASSIGNMENT	,	-	2021-07-16		
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23 FINANCE

23.1 Treasury	,	-	2021-07-16		
23.2 Accounting	,	-	2021-07-16		
23.3 Credit/Billing and Collection	,	-	2021-07-16		
23.4 Payroll Department	,	-	2021-07-16		

24 HUMAN RESOURCE

24.1 Human Resource	,	-	2021-07-16		
24.2 PMS Section	,	-	2021-07-16		

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **MARJORIE OGBAC** having complied with all clearance requirements.

RECOMMENDED FOR CLEARANCE

RUDOLF IVAN MAGLASANG
OIC-HR SUPERVISOR

2021-08-24 07:20:39
DATE ENDORSED

GIANE VALERIE CABANERO
Accounting Manager

2021-08-26 13:54:06
DATE ENDORSED

APPROVED FOR CLEARANCE

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

BIMBO FONTANILLA
General Manager

2021-09-03 13:44:49
DATE APPROVED

DATE APPROVED

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

CONVERTIBLE TO CASH

12180

Prepared by: JOE TEE GAROJA

Date: 9/10/2021

Approved by: VALDO F. M. GILASANG

Date: 9/10/2021

LIST OF USED LEAVES

YEAR	DATE	HOURS	TOTAL
2018	11/26/2018	8	8
	11/27/2018	8	8
	12/07/2018	4	4
2018 Total			20
2019	01/09/2019	8	8
	02/04/2019	8	8
	07/26/2019	8	8
	08/12/2019	8	8
	10/18/2019	8	8
	10/26/2019	8	8
2019 Total			48
2020	01/17/2020	8	8
	03/02/2020	8	8
	04/17/2020	8	8
	05/20/2020	8	8
	08/04/2020	8	8