

**EMPLOYEE CLEARANCE FORM**

Leading Edge Automobile Phil. Inc

Date: 10/20/2021

NAME OF EMPLOYEE: **RODRIGO CALUNSOD JR.**EMP. ID NO. **55963**DATE HIRED: **2011-05-23**POSITION TITLE: **CAR JOCKEY**

EMP. STATUS:

REGULARCOMPANY NAME: **LEADING EDGE AUTOMOBILE PHIL. INC**

DESIGNATION:

N/AUNIT ASSIGNMENT: **N/A**

SHARED SERVICES:

REASON:

EFFECTIVITY DATE:

2021-09-06

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE					
ACCOUNTABILITY AREAS	CLEARANCE OFFICERS		DATE		REMARKS
	OFFICER NAME	STATUS	RECEIVED DATE	DATE SIGNED	
1 SALES					
1.1 Retail Sales	TUNGOL, GHIE	Signed & Cleared	2021-09-14	2021-09-14	
1.2 Pre-Owned	.	-	2021-09-14		
1.3 In-House/PSR	.	-	2021-09-14		
1.4 Fleet/Accounts	.	-	2021-09-14		
1.5 Financing/Insurance	LUNAS, EDNALIN	Signed & Cleared	2021-09-14	2021-09-14	
2 AFTER SALES					
2.1 Service	CONCEPCION, ARIEL	Signed & Cleared	2021-09-14	2021-09-16	
2.2 Body and Paint	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-09-14	2021-09-14	
2.3 Parts/Accessories	BONITA, LODIE	Signed & Cleared	2021-09-14	2021-09-16	
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	.	-	2021-09-14		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-09-14	2021-09-18	
5 MARKETING					
5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-09-14	2021-10-14	
6 I.T					
6.1 I.T Department	TORRES, JOHN EZRA	Signed & Cleared	2021-09-14	2021-09-15	
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-09-14	2021-10-07	
8 COOPERATIVE					
8.1 COOPERATIVE	.	-	2021-09-14		
9 CANTEEN					
9.1 CANTEEN	.	-	2021-09-14		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-09-14	2021-09-14	
11 FINANCE					
11.1 Accounting	SULAPAS, LIZBETH MAY	Signed & Cleared	2021-09-14	2021-09-15	
11.2 Treasury/Billing	GO, JANET	Signed & Cleared	2021-09-14	2021-09-14	
11.3 Credit & Collection	.	-	2021-09-14		
12 HUMAN RESOURCE					
12.1 Human Resource	APAREJADO, ROCHELL	Signed & Cleared	2021-09-14	2021-09-21	
13 CORPLAN					
13.1 CORPLAN	.	-	2021-09-14		

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

14 AUDIT					
14.1 AUDIT	.	-	2021-09-14		
15 MIS					
15.1 I.T Department HQ	.	-	2021-09-14		
15.2 DMS	.	-	2021-09-14		
15.3 Database	.	-	2021-09-14		
16 PROCUREMENT					
16.1 PROCUREMENT	.	-	2021-09-14		
17 ADMIN - PROPERTY					
17.1 ADMIN - PROPERTY	.	-	2021-09-14		
18 LEGAL					
18.1 LEGAL	.	-	2021-09-14		
19 POD					
19.1 POD	.	-	2021-09-14		
20 COOPERATIVE					
20.1 COOPERATIVE	.	-	2021-09-14		
21 CANTEEN					
21.1 CANTEEN	.	-	2021-09-14		
22 UNIT ASSIGNMENT					
22.1 UNIT ASSIGNMENT	.	-	2021-09-14		
23 FINANCE					
23.1 Treasury	.	-	2021-09-14		
23.2 Accounting	.	-	2021-09-14		
23.3 Credit/Billing and Collection	.	-	2021-09-14		
23.4 Payroll Department	.	-	2021-09-14		
24 HUMAN RESOURCE					
24.1 Human Resource	.	-	2021-09-14		
24.2 PMS Section	.	-	2021-09-14		

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **RODRIGO CALUNSOD JR.** having complied with all clearance requirements.

ROCHELL APAREJADO
HR Manager

2021-10-14 17:01:39
DATE ENDORSED

LIZBETH MAY SULAPAS
Accounting Manager

2021-10-19 12:53:10
DATE ENDORSED

APPROVED FOR CLEARANCE

This is to certify that **RODRIGO CALUNSOD JR.** is cleared of all accountabilities with _____ under the AUTOHUB Group

DANNY CHUA
SVP - Group General Manager

2021-10-20 11:09:07
DATE APPROVED

DATE APPROVED

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