

**EMPLOYEE CLEARANCE FORM**

Leading Edge Automobile Phil. Inc

Date: 10/20/2021

NAME OF EMPLOYEE: **SEGFRED BAS**EMP. ID NO: **55955**DATE HIRED: **2018-09-25**POSITION TITLE: **SALES CONSULTANT**

EMP. STATUS:

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

DESIGNATION:

UNIT ASSIGNMENT: **N/A**

SHARED SERVICES:

REASON:

EFFECTIVITY DATE:

2021-05-21

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	2021-09-27	2021-09-27	
1.2 Pre-Owned	.	Signed & Cleared	2021-09-27	2021-09-27	
1.3 In-House/PSR	.	-	2021-09-27		
1.4 Fleet/Accounts	.	-	2021-09-27		
1.5 Financing/Insurance	LUNAS, EDNALIN	Signed & Cleared	2021-09-27	2021-09-27	
2 AFTER SALES					
2.1 Service	CONCEPCION, ARIEL	Signed & Cleared	2021-09-27	2021-10-14	
2.2 Body and Paint	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-09-27	2021-09-27	
2.3 Parts/Accessories	BONITA, LODIE	Signed & Cleared	2021-09-27	2021-09-30	
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	.	-	2021-09-27		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-09-27	2021-09-27	
5 MARKETING					
5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-09-27	2021-10-14	
6 I.T					
6.1 I.T Department	TORRES, JOHN EZRA	Signed & Cleared	2021-09-27	2021-09-27	
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-09-27	2021-10-07	
8 COOPERATIVE					
8.1 COOPERATIVE	.	-	2021-09-27		
9 CANTEEN					
9.1 CANTEEN	.	-	2021-09-27		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	GABORNO, CARMELITA	Signed & Cleared	2021-09-27	2021-09-28	
11 FINANCE					
11.1 Accounting	SULAPAS, LIZBETH MAY	Signed & Cleared	2021-09-27	2021-09-29	
11.2 Treasury/Billing	GO, JANET	Signed & Cleared	2021-09-27	2021-09-27	
11.3 Credit & Collection	.	-	2021-09-27		
12 HUMAN RESOURCE					
12.1 Human Resource	APAREJADO, ROCHELL	Signed & Cleared	2021-09-27	2021-09-30	
13 CORPLAN					
13.1 CORPLAN	.	-	2021-09-27		

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

14 AUDIT

14.1 AUDIT	.	-	2021-09-27		
------------	---	---	------------	--	--

15 MIS

15.1 I.T Department HO	.	-	2021-09-27		
15.2 DMS	.	-	2021-09-27		
15.3 Database	.	-	2021-09-27		

16 PROCUREMENT

16.1 PROCUREMENT	.	-	2021-09-27		
------------------	---	---	------------	--	--

17 ADMIN - PROPERTY

17.1 ADMIN - PROPERTY	.	-	2021-09-27		
-----------------------	---	---	------------	--	--

18 LEGAL

18.1 LEGAL	.	-	2021-09-27		
------------	---	---	------------	--	--

19 POD

19.1 POD	.	-	2021-09-27		
----------	---	---	------------	--	--

20 COOPERATIVE

20.1 COOPERATIVE	.	-	2021-09-27		
------------------	---	---	------------	--	--

21 CANTEEN

21.1 CANTEEN	.	-	2021-09-27		
--------------	---	---	------------	--	--

22 UNIT ASSIGNMENT

22.1 UNIT ASSIGNMENT	.	-	2021-09-27		
----------------------	---	---	------------	--	--

23 FINANCE

23.1 Treasury	.	-	2021-09-27		
23.2 Accounting	.	-	2021-09-27		
23.3 Credit/Billing and Collection	.	-	2021-09-27		
23.4 Payroll Department	.	-	2021-09-27		

24 HUMAN RESOURCE

24.1 Human Resource	.	-	2021-09-27		
24.2 PMS Section	.	-	2021-09-27		

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **SEGFRED BAS** having complied with all clearance requirements.

ROCHELL APAREJADO

HR Manager

2021-10-14 17:01:33

DATE ENDORSED

LIZBETH MAY SULAPAS

Accounting Manager

2021-10-19 12:53:55

DATE ENDORSED

APPROVED FOR CLEARANCE

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

DANNY CHUA

SVP - Group General Manager

2021-10-20 11:10:01

DATE APPROVED

DATE APPROVED

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