

**AUTOITALIA PHILIPPINES ENT, INC.**

GLOBAL CITY, TAGUIG


**Last pay slip**

Employee ID # : 25488  
Employee Name : NIKKA SAMSON  
Date hired : 16-Sep-19  
Date resigned : 24-May-21  
Date computed : 29-Jul-21

1). 13th MONTH PAY		5,921.42
a.) Base pay	5,921.42	
b.) NTA	-	
2.) VL CONVERSION PAY		1,200.92
3.) TAX REFUND		-
4.) RETIREMENT PAY		-
5.) HOLD SALARY & ADJ. ( 1 )		
HOLDPAY - 5/31/21 - (GEJ-Q21-05-0002)		1,763.19
		-
		-
		-
		-
		-
		-
<b>TOTAL</b>		<b>8,885.53</b>
6.) LESS: LOANS & DEDUCTIONS (2)		
		-
		-
		-
		-
		-
		-
		-
		-

**NET PAY****8,885.53**

Prepared by:

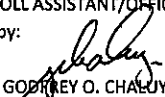
  
GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

8/3/2021

DATE

Reviewed by:

  
GODFREY O. CHALUYEN

PAYROLL SUPERVISOR

8/10/2021

DATE

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

Conforme:

NIKKA SAMSON

SIGNATURE OF SEPARATED EMPLOYEE

DATE

**EMPLOYEE CLEARANCE FORM**Autoitalia Philippines Ent.  
Date: 07/26/2021

NAME OF EMPLOYEE:	NIKKA SAMSON	EMP. ID NO:	25488	DATE HIRED:	2019-09-16
POSITION TITLE:	F&I ASSISTANT	EMP. STATUS:		REGULAR	
COMPANY NAME:	AUTOITALIA PHILIPPINES ENT.	DESIGNATION:		F&I ASSISTANT	
UNIT ASSIGNMENT:	FINANCING & INSURANCE	SHARED SERVICES:			
REASON:		EFFECTIVITY DATE:		2021-05-24	

## 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	LATIGAY, NATHALIE	Signed & Cleared	2021-07-09	2021-07-09	
1.2 Pre-Owned	,	-			
1.3 In-House/PSR	,	-			
1.4 Fleet/Accounts	,	-			
1.5 Financing/Insurance	PELO, EILEEN	Signed & Cleared	2021-07-09	2021-07-09	

**2 AFTER SALES**

2.1 Service	GARVIDA, EMMANUEL	Signed & Cleared	2021-07-09	2021-07-09	
2.2 Body and Paint	,	-			
2.3 Parts/Accessories	,	-			

**3 TECHNICAL OPERATION**

3.1 TECHNICAL OPERATION	BONDOC, TRIZZIA	Signed & Cleared	2021-07-09	2021-07-19	
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**4 CUSTOMER RELATIONS**

4.1 CUSTOMER RELATIONS	BONDOC, TRIZZIA	Signed & Cleared	2021-07-09	2021-07-19	
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**5 MARKETING**

5.1 MARKETING	BONDOC, TRIZZIA	Signed & Cleared	2021-07-09	2021-07-19	
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**6 I.T**

6.1 I.T	,	-			
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**7 ADMIN - PROPERTY**

7.1 ADMIN - PROPERTY	LATAGAN, MARLON	Signed & Cleared	2021-07-09	2021-07-12	
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**8 COOPERATIVE**

8.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-07-09	2021-07-09	
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**9 CANTEEN**

9.1 CANTEEN	,	-			
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**10 UNIT ASSIGNMENT**

10.1 UNIT ASSIGNMENT	GARVIDA, EMMANUEL	Signed & Cleared	2021-07-09	2021-07-09	
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**11 FINANCE**

11.1 Accounting	LOPEZ, JENELYN	Signed & Cleared	2021-07-09	2021-07-12	
11.2 Treasury/Billing	,	-			
11.3 Credit & Collection	,	-			

**12 HUMAN RESOURCE**

12.1 Human Resource	ACOSTA, MARIAN KATRINA	Signed & Cleared	2021-07-09	2021-07-09	
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**13 CORPLAN**

13.1 CORPLAN	,	-			
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**14 AUDIT**

14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-07-09	2021-07-09	
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**15 MIS**

15.1 I.T	ENDAYA, ARNEL	Signed & Cleared	2021-07-09	2021-07-09	
15.2 DMS	,	-			
15.3 Database	,	-			

**16 PROCUREMENT**

16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-07-09	2021-07-09	
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**17 ADMIN - PROPERTY**

17.1 ADMIN - PROPERTY	,	-			
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**18 LEGAL**

18.1 LEGAL	,	-			
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**19 POD**

19.1 POD	,	-			
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**20 COOPERATIVE**

20.1 COOPERATIVE	,	-			
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**21 CANTEEN**

21.1 CANTEEN	,	-			
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**22 UNIT ASSIGNMENT**

22.1 UNIT ASSIGNMENT	,	-			
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**23 FINANCE**

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

**24 HUMAN RESOURCE**

24.1 Human Resource	,	-			
24.2 PMS Section	,	-			

## RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **NIKKA SAMSON** having complied with all clearance requirements.

## RECOMMENDED FOR CLEARANCE

JENELYN LOPEZ

Accounting Manager

2021-07-19 14:30:35

DATE ENDORSED

MARIAN KATRINA ACOSTA

HR Manager

2021-07-21 16:18:48

DATE ENDORSED

## APPROVED FOR CLEARANCE

This is to certify that **NIKKA SAMSON** is cleared of all accountabilities with \_\_\_\_\_ under the AUTOHUB Group

MIGUELITO JOSE

Group General Manager

DATE APPROVEDTRIZZIA

Branch Head

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:** SAMSON, NIKKA C.  
**HIRED:** 09-16-2019  
**RESIGNED:** 05-25-2021  
**POSITION:** FINANCING & INSURANCE ASSISTANT  
**RANK LEVEL:** RANK AND FILE  
**PROMOTION:**

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
09/16/2019 - 12/31/2019	2019	13.32	-	13.32
01/01/2020 - 12/31/2020	2020	33.30	32.00	1.30
01/01/2021 - 05/25/2021	2021	16.65	16.00	0.65
			-	-
				-
				-
				-

**CONVERTIBLE TO CASH** **15.27**

Prepared by: EUNICE PINPIÑO Date: 8/3/2021

Approved by: VANDOLF MAGLASANG Date: 8/3/2021

## LIST OF USED LEAVES

YEAR	DATE	HOURS	TOTAL
2020 Total	3/17/2020	8	8
	3/18/2020	8	8
	3/19/2020	8	8
	3/20/2020	8	8
<u>0</u>			<u>32</u>
2021 Total	02/09/2021	8	8
	03/03/2021	8	8
<u>0</u>			<u>16</u>

