

Last pay slip

NET PAY 3.633.14

DATE

DATE _____



EMPLOYEE CLEARANCE FORM

Autoitalia Philippines Ent.
Date: 11/19/2021

NAME OF EMPLOYEE: **JANESSA AIRA SULTAN**EMP. ID NO: **25508**DATE HIRED: **2019-11-18**POSITION TITLE: **CRM ASSISTANT**

EMP. STATUS:

REGULARCOMPANY NAME: **AUTOITALIA PHILIPPINES ENT.**

DESIGNATION:

CUSTOMER RELATIONS ASSISTANTUNIT ASSIGNMENT: **CUSTOMER RELATIONS**

SHARED SERVICES:

REASON:

EFFECTIVITY DATE:

2021-06-27

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

ACCOUNTABILITY AREAS	CLEARANCE OFFICERS		DATE		REMARKS
	OFFICER NAME	STATUS	RECEIVED DATE	DATE SIGNED	
1 SALES					
1.1 Retail Sales	LATIGAY, NATHALIE	Signed & Cleared	2021-07-16	2021-07-27	
1.2 Pre-Owned	.	-			
1.3 In-House/PSR	.	-			
1.4 Fleet/Accounts	.	-			
1.5 Financing/Insurance	PELO, EILEEN	Signed & Cleared	2021-07-16	2021-07-16	
2 AFTER SALES					
2.1 Service	GARVIDA, EMMANUEL	Signed & Cleared	2021-07-16	2021-11-18	
2.2 Body and Paint	.	-			
2.3 Parts/Accessories	.	-			
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	BONDOC, TRIZZIA	Signed & Cleared	2021-07-16	2021-07-19	
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	BONDOC, TRIZZIA	Signed & Cleared	2021-07-16	2021-07-19	
5 MARKETING					
5.1 MARKETING	BONDOC, TRIZZIA	Signed & Cleared	2021-07-16	2021-07-19	
6 I.T					
6.1 I.T Department	.	-			
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	LATAGAN, MARLON	Signed & Cleared	2021-07-16	2021-07-16	
8 COOPERATIVE					
8.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-07-16	2021-07-19	
9 CANTEEN					
9.1 CANTEEN	.	-			
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	GARVIDA, EMMANUEL	Signed & Cleared	2021-07-16	2021-11-18	
11 FINANCE					
11.1 Accounting	LOPEZ, JENELYN	Signed & Cleared	2021-07-16	2021-07-19	
11.2 Treasury/Billing	.	-			
11.3 Credit & Collection	.	-			
12 HUMAN RESOURCE					
12.1 Human Resource	ACOSTA, MARIAN KATRINA	Signed & Cleared	2021-07-16	2021-07-16	
13 CORPLAN					
13.1 CORPLAN	.	-			

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

14 AUDIT					
14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-07-16	2021-07-16	
15 MIS					
15.1 I.T Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-07-16	2021-07-17	
15.2 DMS		-			
15.3 Database		-			
16 PROCUREMENT					
16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-07-16	2021-07-17	
17 ADMIN - PROPERTY					
17.1 ADMIN - PROPERTY		-			
18 LEGAL					
18.1 LEGAL		-			
19 POD					
19.1 POD		-			
20 COOPERATIVE					
20.1 COOPERATIVE		-			
21 CANTEEN					
21.1 CANTEEN		-			
22 UNIT ASSIGNMENT					
22.1 UNIT ASSIGNMENT		-			
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 **JANESSA AIRA SULTAN** having complied with all clearance requirements.

JENELYN LOPEZ

Accounting Manager

2021-11-18 16:16:13

DATE ENDORSED

RUDOLF IVAN MAGLASANG

OIC-HR SUPERVISOR

2021-11-18 16:04:49

DATE ENDORSED

APPROVED FOR CLEARANCE

This is to certify that **JANESSA AIRA SULTAN** is cleared of all accountabilities with _____ under the AUTOHUB Group

MANUEL IGNACIO

VP Group General Manager

2021-11-18 16:20:00

DATE APPROVED

TRIZZIA

Branch Head

DATE APPROVED

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

LASTPAY NOTES

From: EMMANUEL GARVIDA

Incomplete turnover report : (1.00)

2021-11-18 / 15:58:12

From: EMMANUEL GARVIDA

Incomplete turnover report : (1.00)

2021-10-21 / 16:25:36

From: EMMANUEL GARVIDA

No properly endorse turnover report/letter : (1.00)

2021-09-30 / 09:46:43

From: EMMANUEL GARVIDA

No properly endorse turnover report/letter : (1.00)

2021-09-30 / 09:46:12

From: EMMANUEL GARVIDA

Please accomplish turnover report : (1.00)

2021-08-31 / 07:16:37

From: EMMANUEL GARVIDA

Please accomplish turnover report : (1.00)

2021-08-31 / 07:15:54

From: EMMANUEL GARVIDA

With pending turnover : (0.00)

2021-07-19 / 12:56:48

From: MARLON LATAGAN

Awol but all accountability returned to its office desks : (0.00)

Total Amount: Php 6.00

SEARCH RECORD

FOR FINAL PAY COMPUT

NOTHING TO COMPUTE | VIEW

POSITION	CLEARANCE DATE	RECEIVED DATE	STATUS	SLA RATING
SALES EXECUTIVE	2021-10-19	2021-11-08	LASTPAY COMPUTATION	31 Days Rating (96.67%)
SALES ASSISTANT	2021-10-18	2021-11-18	LASTPAY COMPUTATION	31 Days Rating (96.67%)
SALES CONSULTANT	2021-10-07	2021-11-08	LASTPAY COMPUTATION	43 Days Rating (56.67%)
SALES CONSULTANT	2021-09-14	2021-11-16	LASTPAY COMPUTATION	66 Days Rating (0.00%)
SALES CONSULTANT	2021-08-31	2021-11-08	LASTPAY COMPUTATION	80 Days Rating (0.00%)
SALES SUPERVISOR	2021-09-01	2021-11-08	LASTPAY COMPUTATION	78 Days Rating (0.00%)
AFTERSALES ADMIN OFFICER	2021-09-15	2021-11-16	LASTPAY COMPUTATION	65 Days Rating (0.00%)
SALES EXECUTIVE	2021-10-19	2021-11-08	LASTPAY COMPUTATION	31 Days Rating (96.67%)
SALES ASSISTANT	2021-07-14	2021-11-18	LASTPAY COMPUTATION	126 Days Rating (0.00%)

SELECTED RECORD: SULTAN, JANESEA AIRA (Record # 25508)

HR: FOR DOCUMENTATION (0)

LEGAL: SCHEDULE OF RELEASE (2)

READY FOR RELEASE (10)

DEFERRED: WITH OBLIGATION (1)

SULTAN

= WITH 2021 11/18

LASTPAY NOTES

No properly endorse turnover report/letter : (1.00)

2021-09-30 / 09:46:43

From: EMMANUEL GARVIDA

No properly endorse turnover report/letter : (1.00)

2021-09-30 / 09:46:12

From: EMMANUEL GARVIDA

Please accomplish turnover report : (1.00)

2021-08-31 / 07:16:37

From: EMMANUEL GARVIDA

Please accomplish turnover report. : (1.00)

2021-08-31 / 07:15:54

From: EMMANUEL GARVIDA

With pending turnover : (0.00)

2021-07-19 / 12:56:48

From: MARLON LATAGAN

Awol but all accountability returned to its office desks. : (0.00)

2021-07-16 / 13:00:17

From: EMMANUEL GARVIDA

Did not render proper turnover : (0.00)

2021-07-16 / 11:25:58

From: EMMANUEL GARVIDA

Did not render proper turnover : (0.00)

2021-07-16 / 11:25:38

Total Amount: Php 6.00

SEARCH RECORD

FOR FINAL PAY COMPUT

NOTHING TO COMPUTE | VIEW

POSITION	CLEARANCE DATE	RECEIVED DATE	STATUS	SLA RATING
SALES EXECUTIVE	2021-10-19	2021-11-08	LASTPAY COMPUTATION	31 Days Ratn (96.67%)
SALES ASSISTANT	2021-10-18	2021-11-18	LASTPAY COMPUTATION	31 Days Ratn (96.67%)
SALES CONSULTANT	2021-10-07	2021-11-08	LASTPAY COMPUTATION	43 Days Ratn (56.67%)
SALES CONSULTANT	2021-09-14	2021-11-16	LASTPAY COMPUTATION	66 Days Ratn (0.00%)
SALES CONSULTANT	2021-08-31	2021-11-08	LASTPAY COMPUTATION	80 Days Ratn (0.00%)
SALES SUPERVISOR	2021-09-01	2021-11-08	LASTPAY COMPUTATION	78 Days Ratn (0.00%)
AFTERSALES ADMIN OFFICER	2021-09-15	2021-11-16	LASTPAY COMPUTATION	65 Days Ratn (0.00%)
SALES EXECUTIVE	2021-10-19	2021-11-08	LASTPAY COMPUTATION	31 Days Ratn (96.67%)
SALES ASSISTANT	2021-07-14	2021-11-18	LASTPAY COMPUTATION	126 Days Rat (0.00%)

HR: FOR DOCUMENTATION (0)

LEGAL: SCHEDULE OF RELEASE (2)

READY FOR RELEASE (10)

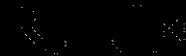
DEFERRED: WITH OBLIGATION (1)

SELECTED RECORD: SULTAN, JANESEA AIRA (Record # 25508)

10:17

LTE

Eunice SG Pinpiño



9:59 AM

Hold ko po muna lastpay Mam

9:59 AM ✓✓

Wait ko po approval nung nag note sa lastpay

10:00 AM ✓✓



okay po maam gen 10:00 AM

Pag na comply na po niya yung hinihingi

10:03 AM ✓✓

Kaya wait ko po advise niyo Mam

10:04 AM ✓✓



okay na po maam, pwede na po iproceed yung last pay ni sultan

10:07 PM

hi maam gen! saan ko po immultiply yung mga nakuha kong amount from total obligation and monthly amortization

10:17 PM

Eunice SG Pinpiño

okay na po maam, pwede na po iproceed yung last pay ni sultan

Pwede po pa email ako Mam 10:20 PM ✓✓

Regarding po na clear na yung report

10:22 PM ✓✓

Yesterday



↳ You



Type a message...



VACATION LEAVE LEDGER

DEALERSHIP: AUTOITALIA PHILIPPINES ENT, INC.
NAME: SULTAN, JANELSA AIRA
HIRED: 11/18/2019
RESIGNED: 06/27/2021
POSITION: CUSTOMER RELATIONS ASSISTANT
RANK LEVEL: RANK AND FILE
PROMOTION:

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
11/18/2019 - 12/31/2019	2019	3.33	-	3.33
01/01/2020 - 12/31/2020	2020	40.00	16.00	24.00
01/01/2021 - 06/27/2021	2021	16.65	16.00	0.65

CONVERTIBLE TO CASH	27.98
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Prepared by:


EUNICE PINPIÑO

Date: 23/11/2021

Approved by:


DWAN MANALAYSAY

Date: 23/11/2021

LIST OF USED LEAVES

YEAR	DATE	HOURS	TOTAL
2020	11/16/2020	8	8
	11/12/2020	8	8
	0		16
2021	01/07/2021	8	8
	02/16/2021	8	8
	0		16