

MOTOITALIA PHILIPPINES, INC. ~~TRUMP~~

GLOBAL CITY, TAGUIG

**Last pay slip**

Employee ID # : 62043  
Employee Name : STEPHANIE JOSOL  
Date hired : 17-May-21  
Date resigned : 7-Jun-21  
Date computed : 21-Sep-21

1). 13th MONTH PAY 318.74

a.) Base pay 318.74

b.) NTA -

2.) VL CONVERSION PAY -

3.) TAX REFUND -

4.) RETIREMENT PAY -

5.) HOLD SALARY & ADJ. ( 1 )

HOLDPAY - JUNE 15, 2021 948.71

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**TOTAL 1,267.45**

6.) LESS: LOANS & DEDUCTIONS (2)

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**NET PAY 1,267.45**

Prepared by:


  
GERALDINE D. LORA

PAYROLL ASSISTANT/OFFICER

9/21/2021

DATE

Reviewed by:

  
GODFREY O. CHALOYEN

PAYROLL SUPERVISOR

9/23/2021  
DATE

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

Conforme:

STEPHANIE JOSOL

SIGNATURE OF SEPARATED EMPLOYEE

DATE

**EMPLOYEE CLEARANCE FORM**

TRIUMPH MOTORCYCLES PHILIPPINES, INC.

Date: 09/23/2021

NAME OF EMPLOYEE:	STEPHANIE JOSOL	EMP ID NO:	62043	DATE HIRED:	2021-05-17
POSITION TITLE:	ACCOUNTING ASSISTANT	EMP. STATUS:		PROBATIONARY	
COMPANY NAME:	TRIUMPH MOTORCYCLES PHILIPPINES, INC.	DESIGNATION:		ACCOUNTING ASSISTANT	
UNIT ASSIGNMENT:	ACCOUNTING	SHARED SERVICES:		NA	
REASON:		EFFECTIVITY DATE:		2021-06-07	

## ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

ACCOUNTABILITY AREAS	CLEARANCE OFFICERS		DATE		REMARKS
	OFFICER NAME	STATUS	RECEIVED DATE	DATE SIGNED	

## ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

<b>1 SALES</b>					
1.1 Retail Sales	CATARROJA, CHRIS	Signed & Cleared	2021-07-28	2021-08-25	
1.2 Pre-Owned	.	-	2021-07-28		
1.3 In-House/PSR	.	-	2021-07-28		
1.4 Fleet/Accounts	.	-	2021-07-28		
1.5 Financing/Insurance	.	-	2021-07-28		
<b>2 AFTER SALES</b>					
2.1 Service	BOCES JR., JESUS	Signed & Cleared	2021-07-28	2021-07-29	
2.2 Body and Paint	.	-	2021-07-28		
2.3 Parts/Accessories	.	-	2021-07-28		
<b>3 TECHNICAL OPERATION</b>					
3.1 TECHNICAL OPERATION	.	-	2021-07-28		
<b>4 CUSTOMER RELATIONS</b>					
4.1 CUSTOMER RELATIONS	CHEUNG, IVORY	Signed & Cleared	2021-07-28	2021-07-29	
<b>5 MARKETING</b>					
5.1 MARKETING	PURUGGANAN, MONZIT	Signed & Cleared	2021-07-28	2021-07-28	
<b>6 I.T</b>					
6.1 I.T Department	VERDIDA, GABRIEL	Signed & Cleared	2021-07-28	2021-07-28	
<b>7 ADMIN - PROPERTY</b>					
7.1 ADMIN - PROPERTY	LATAGAN, MARLON	Signed & Cleared	2021-07-28	2021-07-28	
<b>8 COOPERATIVE</b>					
8.1 COOPERATIVE	.	-	2021-07-28		
<b>9 CANTEEN</b>					
9.1 CANTEEN	.	-	2021-07-28		
<b>10 UNIT ASSIGNMENT</b>					
10.1 UNIT ASSIGNMENT	.	-	2021-07-28		
<b>11 FINANCE</b>					
11.1 Accounting	CABANERO, GIANE VALERIE	Signed & Cleared	2021-07-28	2021-07-29	
11.2 Treasury/Billing	.	-	2021-07-28		
11.3 Credit & Collection	.	-	2021-07-28		
<b>12 HUMAN RESOURCE</b>					
12.1 Human Resource	ACOSTA, MARIAN KATRINA	Signed & Cleared	2021-07-28	2021-07-28	
<b>13 CORPLAN</b>					
13.1 CORPLAN	.	-	2021-07-28		
<b>14 AUDIT</b>					
14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-07-28	2021-07-29	
<b>15 MIS</b>					
15.1 I.T Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-07-28	2021-07-28	
15.2 DMS	.	-			
15.3 Database	.	-			
<b>16 PROCUREMENT</b>					
16.1 PROCUREMENT	.	-			
<b>17 ADMIN - PROPERTY</b>					
17.1 ADMIN - PROPERTY	.	-			
<b>18 LEGAL</b>					
18.1 LEGAL	FERNANDO, RONALD THOMAS	Signed & Cleared	2021-07-28	2021-07-29	
<b>19 POD</b>					
19.1 POD	VILLAREAL, AMIEL	Signed & Cleared	2021-07-28	2021-07-28	
<b>20 COOPERATIVE</b>					
20.1 COOPERATIVE	CHALUVEN, GODFREY	Signed & Cleared	2021-07-28	2021-07-29	
<b>21 CANTEEN</b>					
21.1 CANTEEN	.	-	2021-07-28		
<b>22 UNIT ASSIGNMENT</b>					
22.1 UNIT ASSIGNMENT	.	-	2021-07-28		
<b>23 FINANCE</b>					
23.1 Treasury	.	-	2021-07-28		
23.2 Accounting	.	-			
23.3 Credit/Billing and Collection	.	-			
23.4 Payroll Department	.	-			
<b>24 HUMAN RESOURCE</b>					
24.1 Human Resource	.	-	2021-07-28		
24.2 PMS Section	.	-			

## RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **STEPHANIE JOSOL** having complied with all clearance requirements.

## RECOMMENDED FOR CLEARANCE

RUDOLF IVAN MAGLASANG  
OIC-HR SUPERVISOR

2021-08-25 14:11:36  
DATE ENDORSED

GIANE VALERIE CABANERO  
Accounting Manager

2021-08-26 13:54:49  
DATE ENDORSED

## APPROVED FOR CLEARANCE

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

SAMMY MONTECASTRO  
General Manager

2021-09-21 12:43:02  
DATE APPROVED

\_\_\_\_\_  
DATE APPROVED

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

# VACATION LEAVE LEDGER

DEALERSHIP: TRIUMPH MOTORCYCLES PHILIPPINES, INC.  
 NAME: JOSOL, STEPHANIE M.  
 HIRED: 17-May-21  
 RESIGNED: 7-Jun-21  
 POSITION: ACCOUNTING ASSISTANT  
 RANK LEVEL: RANK AND FILE  
 PROMOTION:

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
05/17/2021 - 06/07/2021	2021	-	-	-

CONVERTIBLE TO CASH

Prepared by:

CHESTER GARCIA

Date: 9/22/2021

Approved by:

VANDOLF MAGLASANG

Date: 9/22/2021

## LIST OF USED LEAVES

YEAR	DATE	HOURS	TOTAL
0		0	0
0		0	0