

AUTOITALIA PHILIPPINES ENT, INC.

GLOBAL CITY, TAGUIG

Last pay slip

Employee ID # : 25512
Employee Name : ROSE ANNE BUCU
Date hired : 17-Dec-19
Date resigned : 16-Jul-21
Date computed : 16-Aug-21

1.) 13th MONTH PAY		8,746.56	-
a.) Base pay	8,746.56		
b.) NTA	-		
2.) VL CONVERSION PAY		3,063.26	
3.) TAX REFUND		-	
4.) RETIREMENT PAY		-	
5.) HOLD SALARY & ADJ. (1)			
HOLDPAY - 7/15/21		7,022.36	
HOLDPAY - 7/30/21		4,364.59	
-		-	
-		-	
-		-	
-		-	
-		-	
TOTAL		23,196.77	
6.) LESS: LOANS & DEDUCTIONS (2)			
-		-	
-		-	
-		-	
-		-	
-		-	
-		-	
-		-	

NET PAY**23,196.77**

Prepared by:



GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

8/13/2021

DATE

Reviewed by:


GODFREY O. CHALKYEN

PAYROLL SUPERVISOR

8/16/2021
DATE

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

Conforme:

ROSE ANNE BUCU

SIGNATURE OF SEPARATED EMPLOYEE

DATE

23.196.77



EMPLOYEE CLEARANCE FORM

Autoitalia Philippines Ent.
Date: 08/16/2021

NAME OF EMPLOYEE:	ROSE ANNE BUCU	EMP. ID NO:	25512	DATE HIRED:	2019-12-17
POSITION TITLE:	SALES ADMIN	EMP. STATUS:		REGULAR	
COMPANY NAME:	AUTOITALIA PHILIPPINES ENT.	DESIGNATION:		SALES ASSISTANT	
UNIT ASSIGNMENT:	SALES	SHARED SERVICES:			
REASON:		EFFECTIVITY DATE:		2021-07-16	

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	2021-07-19	2021-07-27	
1.2 Pre-Owned	,	-			
1.3 In-House/PSR	,	-			
1.4 Fleet/Accounts	,	-			
1.5 Financing/Insurance	PELO, EILEEN	Signed & Cleared	2021-07-19	2021-07-19	

2 AFTER SALES

2.1 Service	GARVIDA, EMMANUEL	Signed & Cleared	2021-07-19	2021-07-19	
2.2 Body and Paint	,	-			
2.3 Parts/Accessories	,	-			

3 TECHNICAL OPERATION

3.1 TECHNICAL OPERATION	BONDOC, TRIZZIA	Signed & Cleared	2021-07-19	2021-07-27	
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4 CUSTOMER RELATIONS

4.1 CUSTOMER RELATIONS	BONDOC, TRIZZIA	Signed & Cleared	2021-07-19	2021-07-27	
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5 MARKETING

5.1 MARKETING	BONDOC, TRIZZIA	Signed & Cleared	2021-07-19	2021-07-27	
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6 I.T

6.1 I.T Department	,	-			
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7 ADMIN - PROPERTY

7.1 ADMIN - PROPERTY	LATAGAN, MARLON	Signed & Cleared	2021-07-19	2021-07-19	
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8 COOPERATIVE

8.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-07-19	2021-07-19	
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9 CANTEEN

9.1 CANTEEN	,	-			
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10 UNIT ASSIGNMENT

10.1 UNIT ASSIGNMENT	GARVIDA, EMMANUEL	Signed & Cleared	2021-07-19	2021-07-19	
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11 FINANCE

11.1 Accounting	LOPEZ, JENELYN	Signed & Cleared	2021-07-19	2021-07-19	
11.2 Treasury/Billing	,	-			
11.3 Credit & Collection	,	-			

12 HUMAN RESOURCE

12.1 Human Resource	ACOSTA, MARIAN KATRINA	Signed & Cleared	2021-07-19	2021-07-19	
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13 CORPLAN

13.1 CORPLAN	,	-			
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14 AUDIT

14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-07-19	2021-07-19	
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15 MIS

15.1 IT Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-07-19	2021-07-19	
15.2 DMS	,	-			
15.3 Database	,	-			

16 PROCUREMENT

16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-07-19	2021-07-19	
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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 **ROSE ANNE BUCU** having complied with all clearance requirements.

RECOMMENDED FOR CLEARANCE

JENELYN LOPEZ

Accounting Manager

2021-07-29 09:12:55

DATE ENDORSED

MARIAN KATRINA ACOSTA

HR Manager

2021-07-28 12:05:41

DATE ENDORSED

APPROVED FOR CLEARANCE

This is to certify that **ROSE ANNE BUCU** 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: BUCU, ROSE ANNE R.
HIRED: 12/17/2019
RESIGNED: 07/16/2021
POSITION: SALES ASSISTANT
RANK LEVEL: RANK AND FILE
PROMOTION:

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
12/17/2019 - 12/31/2019	2019	-	-	-
01/01/2020 - 12/31/2020	2020	33.30	8.00	25.30
01/01/2021 - 07/16/2021	2021	23.31	11.00	12.31
			-	-
				-
				-
				-

CONVERTIBLE TO CASH

37.61

Prepared by: EUNICE PINPIÑO

Date: 8/13/2021

Approved by: VANDOLF MAGLASANG

Date: 8/13/2021

LIST OF USED LEAVES

YEAR	DATE	HOURS	TOTAL
2020	12/23/2020	8	8
0			8
2021	02/08/2021	8	8
	05/31/2021	3	3
2021 Total			11