

**EMPLOYEE CLEARANCE FORM**

Leading Edge Automobile Phil. Inc

Date: 10/25/2021

EMPLOYEE NAME	MARLON BONGAYANJR.	EMPLOYEE NO.	55960	DATE ISSUED	2013-10-21
POSITION TITLE	TECHNICIAN	EMP STATUS		REGULAR	
EMPLOYER NAME	LEADING EDGE AUTOMOBILE PHIL. INC	RESIGNATION		N/A	
UNIT ASSIGNMENT	N/A	SHARED SERVICES			
REASON:		EFFECTIVITY DATE		2021-09-06	

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	2021-09-14	2021-09-14	
1.2 Pre-Owned	.	-	2021-09-14		
1.3 In-House/PSR	.	-	2021-09-14		
1.4 Fleet/Accounts	.	-	2021-09-14		
1.5 Financing/Insurance	LUNAS, EDNA IN	Signed & Cleared	2021-09-14	2021-09-14	
2 AFTER SALES					
2.1 Service	CONCEPCION, ARIEL	Signed & Cleared	2021-09-14	2021-09-16	
2.2 Body and Paint	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-09-14	2021-10-07	
2.3 Parts/Accessories	BONITA, LODIE	Signed & Cleared	2021-09-14	2021-09-16	
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	.	-	2021-09-14		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-09-14	2021-09-18	
5 MARKETING					
5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-09-14	2021-10-14	
6 I.T					
6.1 I.T Department	TORRES, JOHN EZRA	Signed & Cleared	2021-09-14	2021-09-15	
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-09-14	2021-10-19	
8 COOPERATIVE					
8.1 COOPERATIVE	.	-	2021-09-14		
9 CANTEEN					
9.1 CANTEEN	.	-	2021-09-14		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	BONITA, LODIE	Signed & Cleared	2021-09-14	2021-09-16	
11 FINANCE					
11.1 Accounting	SULAPAS, LIEBETH MAY	Signed & Cleared	2021-09-14	2021-09-14	
11.2 Treasur//Billing	GO, JANET	Signed & Cleared	2021-09-14	2021-09-14	
11.3 Credit & Collection	.	-	2021-09-14		
12 HUMAN RESOURCE					
12.1 Human Resource	APAREJADO, ROCHELL	Signed & Cleared	2021-09-14	2021-09-21	
13 CORPLAN					
13.1 CORPLAN	.	-	2021-09-14		

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

14 AUDIT					
14.1 AUDIT		-	2021-09-14		
15 MIS					
15.1 IT Department HO		-	2021-09-14		
15.2 DMS		-	2021-09-14		
15.3 Database		-	2021-09-14		
16 PROCUREMENT					
16.1 PROCUREMENT		-	2021-09-14		
17 ADMIN - PROPERTY					
17.1 ADMIN - PROPERTY		-	2021-09-14		
18 LEGAL					
18.1 LEGAL		-	2021-09-14		
19 POD					
19.1 POD		-	2021-09-14		
20 COOPERATIVE					
20.1 COOPERATIVE		-	2021-09-14		
21 CANTEEN					
21.1 CANTEEN		-	2021-09-14		
22 UNIT ASSIGNMENT					
22.1 UNIT ASSIGNMENT		-	2021-09-14		
23 FINANCE					
23.1 Treasury		-	2021-09-14		
23.2 Accounting		-	2021-09-14		
23.3 Credit/Billing and Collection		-	2021-09-14		
23.4 Payroll Department		-	2021-09-14		
24 HUMAN RESOURCE					
24.1 Human Resource		-	2021-09-14		
24.2 PMS Section		-	2021-09-14		

This is to recommend the approval of clearance of **MARLON BONGAYANJR.** having complied with all clearance requirements.

ROCHELL APAREJADO

HR Manager

2021-10-22 10:52:30

DATE ENDORSED

LIZBETH MAY SULAPAS

Accounting Manager

2021-10-19 12:52:52

DATE ENDORSED

This is to certify that **MARLON BONGAYANJR.** is cleared of all accountabilities with _____ under the AUTOHUB Group

DANNY CHUA

SVP - Group General Manager

2021-10-22 20:40:57

DATE APPROVED

DATE APPROVED

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