

MOTOITALIA PHILIPPINES, INC.

GLOBAL CITY, TAGUIG

Last pay slip

Employee ID # : 25568
Employee Name : DE LARA, ROBIN
Date hired : 12-Nov-21
Date resigned : 2-Jun-21
Date computed : 4-Sep-21

1). 13th MONTH PAY		3,339.19
a.) Base pay	3,339.19	
b.) NTA	-	
2.) VL CONVERSION PAY		-
3.) TAX REFUND		-
4.) RETIREMENT PAY		-
5.) HOLD SALARY & ADJ. (1)		
HOLDPAY - FEB 15, 2021		8,047.96
		-
		-
		-
		-
		-
		-
TOTAL		11,387.15
6.) LESS: LOANS & DEDUCTIONS (2)		-
		-
		-
		-
		-
		-
		-
		-

NET PAY**11,387.15**


Prepared by:


GERALDINE D. LOPEZ
PAYROLL ASSISTANT/OFFICER

9/4/2021

DATE

Reviewed by:


GODFREY O. CHALUYON
PAYROLL SUPERVISOR

9/13/2021

DATE

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

Conforme:

DE LARA, ROBIN
SIGNATURE OF SEPARATED EMPLOYEE

DATE



NAME OF EMPLOYEE	ROBIN DE LARA	EMP. ID NO:	25568	DATE HIRED:	2020-12-11
POSITION TITLE:	LIFESTYLE AND ACCESSORIES SUPERVISOR	EMP. STATUS:	PROBATIONARY		
COMPANY NAME:	MOTOITALIA PHIL. INC.	DESIGNATION:	LIFESTYLE AND ACCESSORIES SUPE		
UNIT ASSIGNMENT:	PARTS	SHARED SERVICES:			
REASON:		EFFECTIVITY DATE:	2021-02-06		

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	CORPUZ, ARLENE GRACE	Signed & Cleared	2021-07-28	2021-07-29	
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	PELO, EILEEN	Signed & Cleared	2021-07-28	2021-07-29	
2 AFTER SALES					
2.1 Service	CHUA, MARIS	Signed & Cleared	2021-07-28	2021-08-03	
2.2 Body and Paint		-	2021-07-28		
2.3 Parts/Accessories		-	2021-07-28		
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION		-	2021-07-28		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	CHUA, MARIS	Signed & Cleared	2021-07-28	2021-07-29	
5 MARKETING					
5.1 MARKETING	GAMARA, RYAN KENNETH	Signed & Cleared	2021-07-28	2021-07-28	
6 IT					
6.1 IT Department	VERDIDA, GABRIEL	Signed & Cleared	2021-07-28	2021-07-29	
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	LATAGAN, MARLON	Signed & Cleared	2021-07-28	2021-07-29	
8 COOPERATIVE					
8.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-07-28	2021-07-29	
9 CANTEEN					
9.1 CANTEEN		-	2021-07-28		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	CORPUZ, ARLENE GRACE	Signed & Cleared	2021-07-28	2021-07-29	
11 FINANCE					
11.1 Accounting	CABANERO, GIANE VALERIE	Signed & Cleared	2021-07-28	2021-08-05	
11.2 Treasury/Billing		-	2021-07-28		
11.3 Credit & Collection		-	2021-07-28		
12 HUMAN RESOURCE					
12.1 Human Resource	ACOSTA, MARIAN KATRINA	Signed & Cleared	2021-07-28	2021-07-28	
13 CORPLAN					
13.1 CORPLAN		-	2021-07-28		
14 AUDIT					
14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-07-28	2021-07-29	
15 MIS					
15.1 IT Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-07-28	2021-07-29	
15.2 DMS		-	2021-07-28		
15.3 Database		-	2021-07-28		
16 PROCUREMENT					
16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-07-28	2021-07-28	
17 ADMIN - PROPERTY					
17.1 ADMIN - PROPERTY		-	2021-07-28		
18 LEGAL					
18.1 LEGAL	FERNANDO, RONALD THOMAS	Signed & Cleared	2021-07-28	2021-07-29	
19 POD					
19.1 POD	VILLAREAL, AMIEL	Signed & Cleared	2021-07-28	2021-07-29	
20 COOPERATIVE					
20.1 COOPERATIVE		-	2021-07-28		
21 CANTEEN					
21.1 CANTEEN		-	2021-07-28		
22 UNIT ASSIGNMENT					
22.1 UNIT ASSIGNMENT		-	2021-07-28		
23 FINANCE					
23.1 Treasury		-	2021-07-28		
23.2 Accounting		-	2021-07-28		
23.3 Credit/Billing and Collection		-	2021-07-28		
23.4 Payroll Department		-	2021-07-28		
24 HUMAN RESOURCE					
24.1 Human Resource		-	2021-07-28		
24.2 PMS Section		-	2021-07-28		

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **ROBIN DE LARA** having complied with all clearance requirements.

9/6/21, 7:30 AM

https://www.autohub.ph/connect/home/REPORTS/CL_REPORTA.php

RECOMMENDED FOR CLEARANCE

RUDOLF IVAN MAGLASANG
OIC-HR SUPERVISOR

2021-08-24 07:21:23
DATE ENDORSED

GIANE VALERIE CABANERO
Accounting Manager

2021-08-26 13:55:04
DATE ENDORSED

APPROVED FOR CLEARANCE

This is to certify that **ROBIN DE LARA** is cleared of all accountabilities with _____ under the AUTOHUB Group

BIMBO FONTANILLA
General Manager

2021-09-03 13:44:32
DATE APPROVED

DATE APPROVED

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

VACATION LEAVE LEDGER

DEALERSHIP: MOTOITALIA PHILIPPINES, INC.
NAME: DE LARA, ROBIN M.
HIRED: 11-Dec-20
RESIGNED: 6-Feb-21
POSITION: ACCESSORIES SUPERVISOR
RANK LEVEL: SUPERVISOR
PROMOTION:

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
12/01/2020 - 12/31/2020	2020	5.33	-	-
01/01/2021 - 02/06/2021	2021	5.33	-	-
				-
				-

CONVERTIBLE TO CASH -

Prepared by: CHESTER GARCIA Date: 9/6/2021

Approved by: 
VALDOLF MAGLASANG Date: 9/6/2021

LIST OF USED LEAVES

#REF!	#REF!	#REF!	TOTAL
<u>2021 TOTAL</u>			<u>0</u>