

**Pay to:** VILLANUEVA, JANELLA TERUEL

002744  
August 31, 2021  
EWB  
1403395  
08/31/2021

EAST WEST BANK  
TWELVE THOUSAND TWO HUNDRED NINETY-SEVEN AND 89 / 100

**12,297.89**

Account Code	Account Description	Debit	Credit
11-02011-00	ADVANCES TO OFFICERS & EMPLOYEES	2,940.82	
71-04000-40	13TH MONTH & LEAVE PAY - ADMIN	4,660.74	
21-02002-00	SALARIES PAYABLE	4,696.33	
11-01008-00	CASH IN BANK - EASTWEST BANK		12,297.89
		----- 12,297.89 -----	----- 12,297.89 -----

**PARTICULARS**

TO RECORD PAYMENT FOR LASTPAY

PV_Voucher No.	PV Date	DUE DATE	AMOUNT
004002	8/31/2021	Aug 31, 2021	4,696.33
			<b>4,696.33</b>

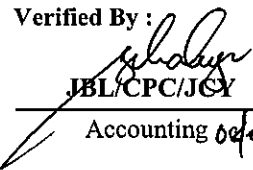
Prepared By :

Verified By :

Approved By :

Received by:

  
Acctg. Staff

  
JBL/CPC/JCY  
Accounting 08/31/2021

NTM/JTG/STE  
Treasurer

WQT  
President

Print Name over Signature  
and Date

Printed By : GLopez  
Print Date : 8/31/2021

Print Time : 2:17:20PM

Page 1 of 1



LEADING EDGE AUTOMOBILES PHILIPPINES, INC.

CHECK REQUESTION FORM

Date: August 25, 2021

Check number:

1403395

Payee: JANELLA VILLANUEVA

BANK:

DESCRIPTION	AMOUNT
PAYMENT FOR LASTPAY	PHP 12,297.89
Requested check date : August 25, 2021	
Check release date :	
Requested by : <i>Germine D. Villanueva</i> GERMINE D. VILLANUEVA	
Approved by : <i>[Signature]</i>	

**LEADING EDGE AUTOMOBILES, INC.**

GLOBAL CITY, TAGUIG

**Last pay slip**

Employee ID # : 56136  
Employee Name : JANELLA VILLANUEVA  
Date hired : 22-Mar-21  
Date resigned : 30-Jun-21  
Date computed : 4-Aug-21

1.) 13th MONTH PAY		4,660.74
a.) Base pay	4,660.74	
b.) NTA	-	
2.) VL CONVERSION PAY		-
3.) TAX REFUND		-
4.) RETIREMENT PAY		-
5.) HOLD SALARY & ADJ. ( 1 )		
HOLDPAY - 6/30/21		4,696.33
HOLDPAY - 7/15/21		2,940.82
		-
		-
		-
		-
		-
<b>TOTAL</b>		<b>12,297.89</b>
6.) LESS: LOANS & DEDUCTIONS (2)		-
		-
		-
		-
		-
		-
		-
		-

**NET PAY      12,297.89**


Prepared by:

  
GERALDINE D. LOPEZ  
PAYROLL ASSISTANT/OFFICER

8/4/2021

DATE

Reviewed by:

  
GODFREY O. CHAVUYEN  
PAYROLL SUPERVISOR

8/10/2021

DATE

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

Conforme:

JANELLA VILLANUEVA  
SIGNATURE OF SEPARATED EMPLOYEE

DATE

**Last pay slip**

**NET PAY** 12,297.89

DATE

DATE \_\_\_\_\_

**EMPLOYEE CLEARANCE FORM**

Leading Edge Automobile Phil. Inc

Date: 08/03/2021

NAME OF EMPLOYEE:	JANELLA VILLANUEVA	EMP. ID NO:	56136	DATE HIRED:	2021-03-22
POSITION TITLE:	BP ADMIN ASSISTANT	EMP. STATUS:		REGULAR	
COMPANY NAME:	LEADING EDGE AUTOMOBILE PHIL. INC	DESIGNATION:		N/A	
UNIT ASSIGNMENT:	AFTER SALES ADMIN	SHARED SERVICES:		N/A	
REASON:		EFFECTIVITY DATE:		2021-06-30	

**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	TUNGOL, GHIE	Signed & Cleared	2021-07-12	2021-07-13	
1.2 Pre-Owned	TUNGOL, GHIE	Signed & Cleared	2021-07-12	2021-07-13	
1.3 In-House/PSR	TUNGOL, GHIE	Signed & Cleared	2021-07-12	2021-07-13	
1.4 Fleet/Accounts	TUNGOL, GHIE	Signed & Cleared	2021-07-12	2021-07-13	
1.5 Financing/Insurance	LUNAS, EDNALIN	Signed & Cleared	2021-07-12	2021-07-12	
<b>2 AFTER SALES</b>					
2.1 Service	CONCEPCION, ARIEL	Signed & Cleared	2021-07-12	2021-07-13	
2.2 Body and Paint	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-07-12	2021-07-13	
2.3 Parts/Accessories	BONITA, LODIE	Signed & Cleared	2021-07-12	2021-07-13	
<b>3 TECHNICAL OPERATION</b>					
3.1 TECHNICAL OPERATION		-	2021-07-12		
<b>4 CUSTOMER RELATIONS</b>					
4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-07-12	2021-07-12	
<b>5 MARKETING</b>					
5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-07-12	2021-07-22	
<b>6 I.T</b>					
6.1 I.T	TORRES, JOHN EZRA	Signed & Cleared	2021-07-12	2021-07-12	
<b>7 ADMIN - PROPERTY</b>					
7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-07-12	2021-07-13	
<b>8 COOPERATIVE</b>					
8.1 COOPERATIVE		-	2021-07-12		
<b>9 CANTEEN</b>					
9.1 CANTEEN		-	2021-07-12		
<b>10 UNIT ASSIGNMENT</b>					
10.1 UNIT ASSIGNMENT	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-07-12	2021-07-13	
<b>11 FINANCE</b>					
11.1 Accounting	SULAPAS, LIZBETH MAY	Signed & Cleared	2021-07-12	2021-07-13	
11.2 Treasury/Billing	GO, JANET	Signed & Cleared	2021-07-12	2021-07-12	
11.3 Credit & Collection		-	2021-07-12		
<b>12 HUMAN RESOURCE</b>					
12.1 Human Resource	APAREJADO, ROCHELL	Signed & Cleared	2021-07-12	2021-08-02	
<b>13 CORPLAN</b>					
13.1 CORPLAN	LAGULA, GERALD	Signed & Cleared	2021-07-12	2021-07-12	
<b>14 AUDIT</b>					
14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-07-12	2021-07-12	
<b>15 MIS</b>					
15.1 I.T	ENDAYA, ARNEL	Signed & Cleared	2021-07-12	2021-07-12	
15.2 DMS	ANTHONY, ROD	Signed & Cleared	2021-07-12	2021-07-13	
15.3 Database	ANTHONY, ROD	Signed & Cleared	2021-07-12	2021-07-13	
<b>16 PROCUREMENT</b>					
16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-07-12	2021-07-12	
<b>17 ADMIN - PROPERTY</b>					
17.1 ADMIN - PROPERTY	DELA MERCED, NANCY	Signed & Cleared	2021-07-12	2021-07-13	
<b>18 LEGAL</b>					
18.1 LEGAL	FERNANDO, RONALD THOMAS	Signed & Cleared	2021-07-12	2021-07-14	
<b>19 POD</b>					
19.1 POD	VILLAREAL, AMIEL	Signed & Cleared	2021-07-12	2021-07-12	
<b>20 COOPERATIVE</b>					
20.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-07-12	2021-07-12	
<b>21 CANTEEN</b>					
21.1 CANTEEN		-	2021-07-12		
<b>22 UNIT ASSIGNMENT</b>					
22.1 UNIT ASSIGNMENT		-	2021-07-12		
<b>23 FINANCE</b>					
23.1 Treasury		-	2021-07-12		
23.2 Accounting		-	2021-07-12		
23.3 Credit/Billing and Collection	ESTRELLA, MERCY	Signed & Cleared	2021-07-12	2021-07-12	
23.4 Payroll Department	CHALUYEN, GODFREY	Signed & Cleared	2021-07-12	2021-07-12	
<b>24 HUMAN RESOURCE</b>					
24.1 Human Resource		-	2021-07-12		
24.2 PMS Section		-	2021-07-12		

## RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **JANELLA VILLANUEVA** having complied with all clearance requirements.

## RECOMMENDED FOR CLEARANCE

ROCHELL APAREJADO

HR Manager

DATE ENDORSEDLIZBETH MAY SULAPAS

Accounting Manager

2021-08-02 09:27:21DATE ENDORSED

## APPROVED FOR CLEARANCE

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

DANNY CHUA

SVP - Group General Manager

DATE APPROVEDDATE APPROVED

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