

Last pay slip

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**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

1 SALES

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	

2 AFTER SALES

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	

3 TECHNICAL OPERATION

3.1 TECHNICAL OPERATION	,	-	2021-07-12		
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4 CUSTOMER RELATIONS

4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-07-12	2021-07-12	
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5 MARKETING

5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-07-12	2021-07-22	
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6 I.T

6.1 I.T	TORRES, JOHN EZRA	Signed & Cleared	2021-07-12	2021-07-12	
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7 ADMIN - PROPERTY

7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-07-12	2021-07-13	
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8 COOPERATIVE

8.1 COOPERATIVE	,	-	2021-07-12		
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9 CANTEEN

9.1 CANTEEN	,	-	2021-07-12		
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10 UNIT ASSIGNMENT

10.1 UNIT ASSIGNMENT	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-07-12	2021-07-13	
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11 FINANCE

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		

12 HUMAN RESOURCE

12.1 Human Resource	APAREJADO, ROCHELL	Signed & Cleared	2021-07-12	2021-08-02	
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13 CORPLAN

13.1 CORPLAN	LAGULA, GERALD	Signed & Cleared	2021-07-12	2021-07-12	
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14 AUDIT

14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-07-12	2021-07-12	
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15 MIS

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	ANTIIONY, ROD	Signed & Cleared	2021-07-12	2021-07-13	

16 PROCUREMENT

16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-07-12	2021-07-12	
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17 ADMIN - PROPERTY

17.1 ADMIN - PROPERTY	DELA MERCED, NANCY	Signed & Cleared	2021-07-12	2021-07-13	
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18 LEGAL

18.1 LEGAL	FERNANDO, RONALD THOMAS	Signed & Cleared	2021-07-12	2021-07-14	
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19 POD

19.1 POD	VILLAREAL, AMIEL	Signed & Cleared	2021-07-12	2021-07-12	
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20 COOPERATIVE

20.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-07-12	2021-07-12	
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21 CANTEEN

21.1 CANTEEN	,	-	2021-07-12		
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22 UNIT ASSIGNMENT

22.1 UNIT ASSIGNMENT	,	-	2021-07-12		
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23 FINANCE

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	

24 HUMAN RESOURCE

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 09:27:21

DATE 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.