

**EMPLOYEE CLEARANCE FORM**

Leading Edge Automobile Phil. Inc

Date: 10/20/2021

NAME OF EMPLOYEE: **RENANTE ROXAS**EMP. ID NO: **55783**DATE HIRED: **2018-05-21**POSITION TITLE: **SALES MANAGER**

EMP. STATUS:

REGULARCOMPANY NAME: **LEADING EDGE AUTOMOBILE PHIL. INC**

DESIGNATION:

UNIT ASSIGNMENT: **N/A**

SHARED SERVICES:

REASON:

EFFECTIVITY DATE:

2021-05-21**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	2021-09-27	2021-09-27	
1.2 Pre-Owned	.	Signed & Cleared	2021-09-27	2021-09-27	
1.3 In-House/PSR	.	-	2021-09-27		
1.4 Fleet/Accounts	.	-	2021-09-27		
1.5 Financing/Insurance	LUNAS, EDNALIN	Signed & Cleared	2021-09-27	2021-09-27	
2 AFTER SALES					
2.1 Service	CONCEPCION, ARIEL	Signed & Cleared	2021-09-27	2021-10-14	
2.2 Body and Paint	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-09-27	2021-09-27	
2.3 Parts/Accessories	BONITA, LODIE	Signed & Cleared	2021-09-27	2021-09-30	
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	.	-	2021-09-27		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-09-27	2021-09-27	
5 MARKETING					
5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-09-27	2021-10-14	
6 I.T					
6.1 I.T Department	TORRES, JOHN EZRA	Signed & Cleared	2021-09-27	2021-09-27	
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-09-27	2021-10-07	
8 COOPERATIVE					
8.1 COOPERATIVE	.	-	2021-09-27		
9 CANTEEN					
9.1 CANTEEN	.	-	2021-09-27		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	GABORNO, CARMELITA	Signed & Cleared	2021-09-27	2021-09-28	
11 FINANCE					
11.1 Accounting	SULAPAS, LIZBETH MAY	Signed & Cleared	2021-09-27	2021-09-29	
11.2 Treasury/Billing	GO, JANET	Signed & Cleared	2021-09-27	2021-09-27	
11.3 Credit & Collection	.	-	2021-09-27		
12 HUMAN RESOURCE					
12.1 Human Resource	APAREJADO, ROCHELL	Signed & Cleared	2021-09-27	2021-09-30	
13 CORPLAN					
13.1 CORPLAN	.	-	2021-09-27		

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

14 AUDIT					
14.1 AUDIT	.	-	2021-09-27		
15 MIS					
15.1 I.T Department HO	.	-	2021-09-27		
15.2 DMS	.	-	2021-09-27		
15.3 Database	.	-	2021-09-27		
16 PROCUREMENT					
16.1 PROCUREMENT	.	-	2021-09-27		
17 ADMIN - PROPERTY					
17.1 ADMIN - PROPERTY	.	-	2021-09-27		
18 LEGAL					
18.1 LEGAL	.	-	2021-09-27		
19 POD					
19.1 POD	.	-	2021-09-27		
20 COOPERATIVE					
20.1 COOPERATIVE	.	-	2021-09-27		
21 CANTEEN					
21.1 CANTEEN	.	-	2021-09-27		
22 UNIT ASSIGNMENT					
22.1 UNIT ASSIGNMENT	.	-	2021-09-27		
23 FINANCE					
23.1 Treasury	.	-	2021-09-27		
23.2 Accounting	.	-	2021-09-27		
23.3 Credit/Billing and Collection	.	-	2021-09-27		
23.4 Payroll Department	.	-	2021-09-27		
24 HUMAN RESOURCE					
24.1 Human Resource	.	-	2021-09-27		
24.2 PMS Section	.	-	2021-09-27		

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **RENANTE ROXAS** having complied with all clearance requirements.

ROCHELL APAREJADO

HR Manager

2021-10-14 17:01:27

DATE ENDORSED

LIZBETH MAY SULAPAS

Accounting Manager

2021-10-19 12:53:35

DATE ENDORSED

APPROVED FOR CLEARANCE

This is to certify that **RENANTE ROXAS** is cleared of all accountabilities with _____ under the AUTOHUB Group

DANNY CHUA

SVP - Group General Manager

2021-10-20 11:09:36

DATE APPROVED

DATE APPROVED

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