

LEADING EDGE AUTOMOBILES, INC.

GLOBAL CITY, TAGUIG

Last pay slip

Employee ID # : 56024
Employee Name : BEAH JOIL NAMOCOT
Date hired : 2-Aug-12
Date resigned : 26-Jul-21
Date computed : 1-Sep-21

1.) 13th MONTH PAY	7,602.75
a.) Base pay	7,602.75
b.) NTA	-
2.) VL CONVERSION PAY	2,081.04
3.) TAX REFUND	10,983.60
4.) RETIREMENT PAY	-
5.) HOLD SALARY & ADJ. (1)	
HOLD PAY - JULY 30, 2021	5,424.51
HOLD PAY - AUG 15, 2021	84.97
-	-
-	-
-	-
-	-
-	-
TOTAL	26,176.87
6.) LESS: LOANS & DEDUCTIONS (2)	
MEDICARD DEP BAL. - OCT 6, 2020 - MAY 5, 2021	(6,833.93)
-	-
-	-
-	-
-	-
-	-
-	-
	(6,833.93)

NET PAY **19,342.94**

Prepared by:

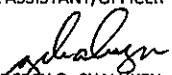

GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

7/15/2021

DATE

Reviewed by:


GEOFFREY O. CHALUYEN

PAYROLL SUPERVISOR

7/13/2021

DATE

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

Conforme:

BEAH JOIL NAMOCOT

SIGNATURE OF SEPARATED EMPLOYEE

DATE



WHP

EMPLOYEE CLEARANCE FORM

Leading Edge Automobile Phil. Inc

Date: 09/01/2021

NAME OF EMPLOYEE:	BEAH JOIL NAMOCOT	EMP. ID NO:	56024	DATE HIRED:	2012-02-08
POSITION TITLE:	LTO COORDINATOR	EMP. STATUS:		REGULAR	
COMPANY NAME:	LEADING EDGE AUTOMOBILE PHIL. INC	DESIGNATION:		N/A	
UNIT ASSIGNMENT:	SALES ADMIN	SHARED SERVICES:		N/A	
REASON:		EFFECTIVITY DATE:		2021-07-26	

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	2021-07-15	2021-07-15	
1.2 Pre-Owned	,	-	2021-07-15		
1.3 In-House/PSR	,	-	2021-07-15		
1.4 Fleet/Accounts	,	-	2021-07-15		
1.5 Financing/Insurance	LUNAS, EDNALIN	Signed & Cleared	2021-07-15	2021-07-19	

2 AFTER SALES

2.1 Service	CONCEPCION, ARIEL	Signed & Cleared	2021-07-15	2021-07-15	
2.2 Body and Paint	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-07-15	2021-07-16	
2.3 Parts/Accessories	BONITA, LODIE	Signed & Cleared	2021-07-15	2021-07-19	

3 TECHNICAL OPERATION

3.1 TECHNICAL OPERATION	,	-	2021-07-15		
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4 CUSTOMER RELATIONS

4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-07-15	2021-07-21	
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5 MARKETING

5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-07-15	2021-07-22	
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6 IT

6.1 IT Department	TORRES, JOHN EZRA	Signed & Cleared	2021-07-15	2021-07-16	
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7 ADMIN - PROPERTY

7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-07-15	2021-07-27	
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8 COOPERATIVE

8.1 COOPERATIVE	,	-	2021-07-15		
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9 CANTEEN

9.1 CANTEEN	,	-	2021-07-15		
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10 UNIT ASSIGNMENT

10.1 UNIT ASSIGNMENT	BALIGOD, REMILYNN	Signed & Cleared	2021-07-15	2021-07-16	
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11 FINANCE

11.1 Accounting	SULAPAS, LIZBETH MAY	Signed & Cleared	2021-07-15	2021-07-19	
11.2 Treasury/Billing	GO, JANET	Signed & Cleared	2021-07-15	2021-07-19	
11.3 Credit & Collection	,	-	2021-07-15		

12 HUMAN RESOURCE

12.1 Human Resource	APAREJADO, ROCHELL	Signed & Cleared	2021-08-04	2021-08-04	
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13 CORPLAN

13.1 CORPLAN	LAGULA, GERALD	Signed & Cleared	2021-07-15	2021-07-19	
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14 AUDIT

14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-07-15	2021-07-16	
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15 MIS

15.1 IT Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-07-15	2021-07-17	
15.2 DMS	ANTHONY, ROD	Signed & Cleared	2021-07-15	2021-07-21	
15.3 Database	,	-	2021-07-15		

16 PROCUREMENT

16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-07-15	2021-07-16	
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17 ADMIN - PROPERTY

17.1 ADMIN - PROPERTY	DELA MERCED, NANCY	Signed & Cleared	2021-07-15	2021-07-19	
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18 LEGAL

18.1 LEGAL	FERNANDO, RONALD THOMAS	Signed & Cleared	2021-07-15	2021-07-21	
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19 POD

19.1 POD	VILLAREAL, AMIEL	Signed & Cleared	2021-07-15	2021-07-21	
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20 COOPERATIVE

20.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-07-15	2021-07-16	
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21 CANTEEN

21.1 CANTEEN	,	-	2021-07-15		
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22 UNIT ASSIGNMENT

22.1 UNIT ASSIGNMENT	,	-	2021-07-15		
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23 FINANCE

23.1 Treasury	,	-	2021-07-15		
23.2 Accounting	,	-	2021-07-15		
23.3 Credit/Billing and Collection	ESTRELLA, MERCY	Signed & Cleared	2021-07-15	2021-07-19	
23.4 Payroll Department	,	-	2021-07-15		

24 HUMAN RESOURCE

24.1 Human Resource	,	-	2021-07-15		
24.2 PMS Section	,	-	2021-07-15		

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **BEAH JOIL NAMOCOT** having complied with all clearance requirements.

RECOMMENDED FOR CLEARANCE

ROCHELL APAREJADO

HR Manager

2021-08-28 11:07:51

DATE ENDORSED

LIZBETH MAY SULAPAS

Accounting Manager

2021-08-05 10:19:03

DATE ENDORSED

APPROVED FOR CLEARANCE

This is to certify that **BEAH JOIL NAMOCOT** is cleared of all accountabilities with _____ under the AUTOHUB Group

DANNY CHUA

SVP - Group General Manager

2021-08-31 14:28:12

DATE APPROVED

DATE APPROVED

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

VACATION LEAVE LEDGER

DEALER LEADING EDGE AUTOMOBILES PHILIPPINES, INC

NAME: BEAH JOIL A. NAMOCOT

HIRED: 8-Feb-12 LEADING EDGE AUTOMOBILES PHILIPPINES, INC

SEPARATION: 26-Jul-21

POSITION: LTO Coordinator

RANK: L1 RANK AND FILE

PROMOTION:

PERIOD	AVAILABLE PERIOD	CREDITS	USED	BALANCE
01/01/2016-12/31/2016	2016	40.00	40.00	-
01/01/2017-12/31/2017	2017	40.00	37.00	3.00
01/01/2019-12/31/2019	2019	55.37	56.00	(0.63)
01/01/2020-12/31/2020	2020	59.33	32.00	27.33
01/01/2021-07/26/2021	2021	45.96	52.00	(6.04)

CONVERTIBLE TO CASH

23.66

= 2.96

Prepared by: IVAN F. PIDLAOAN

Date: 9/1/2021

LIST OF USED LEAVES

SEE ATTACHED