

LEADING EDGE AUTOMOBILES, INC.

GLOBAL CITY, TAGUIG

Last pay slip

Employee ID # : 56146
Employee Name : SHANON APRIL MEJIA
Date hired : 15-May-21
Date resigned : 9-Jul-21
Date computed : 1-Sep-21

1.) 13th MONTH PAY		2,221.86
a.) Base pay	2,221.86	
b.) NTA	-	
2.) VL CONVERSION PAY		-
3.) TAX REFUND		-
4.) RETIREMENT PAY		-
5.) HOLD SALARY & ADJ. (1)		
HOLD PAY - JULY 15, 2021		7,463.77
HOLD PAY - JULY 30, 2021		809.23
-		-
-		-
-		-
-		-
-		-
TOTAL		10,494.86
6.) LESS: LOANS & DEDUCTIONS (2)		-
-		-
-		-
-		-
-		-
-		-
-		-
-		-

NET PAY**10,494.86**

Prepared by:

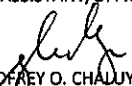

GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

9/1/2021

DATE

Reviewed by:


GODFREY O. CHALUYEN

PAYROLL SUPERVISOR

9/1/21

DATE

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

Conforme:

SHANON APRIL MEJIA

SIGNATURE OF SEPARATED EMPLOYEE

DATE

**EMPLOYEE CLEARANCE FORM**

Leading Edge Automobile Phil. Inc

Date: 09/01/2021

NAME OF EMPLOYEE:	SHANON APRIL MEJIA	EMP. ID NO:	56146	DATE HIRED:	2021-05-15
POSITION TITLE:	CASHIER	EMP. STATUS:		PROBATIONARY	
COMPANY NAME:	LEADING EDGE AUTOMOBILE PHIL. INC	DESIGNATION:		N/A	
UNIT ASSIGNMENT:	TREASURY	SHARED SERVICES:		N/A	
REASON:		EFFECTIVITY DATE:		2021-07-09	

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	2021-07-13	2021-07-15	
1.2 Pre-Owned	,	Signed & Cleared	2021-07-13	2021-07-16	
1.3 In-House/PSR	,	-	2021-07-13		
1.4 Fleet/Accounts	,	-	2021-07-13		
1.5 Financing/Insurance	LUNAS, EDNALIN	Signed & Cleared	2021-07-13	2021-07-15	
2 AFTER SALES					
2.1 Service	CONCEPCION, ARIEL	Signed & Cleared	2021-07-13	2021-07-13	
2.2 Body and Paint	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-07-13	2021-07-14	
2.3 Parts/Accessories	BONITA, LODIE	Signed & Cleared	2021-07-13	2021-07-13	
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	,	-	2021-07-13		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-07-13	2021-07-13	
5 MARKETING					
5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-07-13	2021-07-22	
6 I.T					
6.1 I.T Department	TORRES, JOHN EZRA	Signed & Cleared	2021-07-13	2021-07-14	
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-07-13	2021-07-13	
8 COOPERATIVE					
8.1 COOPERATIVE	,	-	2021-07-13		
9 CANTEEN					
9.1 CANTEEN	,	-	2021-07-13		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	GO, JANET	Signed & Cleared	2021-07-13	2021-07-22	
11 FINANCE					
11.1 Accounting	SULAPAS, LIZBETH MAY	Signed & Cleared	2021-07-13	2021-07-13	
11.2 Treasury/Billing	GO, JANET	Signed & Cleared	2021-07-13	2021-07-22	
11.3 Credit & Collection	,	-	2021-07-13		
12 HUMAN RESOURCE					
12.1 Human Resource	,	-			
13 CORPLAN					
13.1 CORPLAN	LAGULA, GERALD	Signed & Cleared	2021-07-13	2021-07-14	
14 AUDIT					
14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-07-13	2021-07-13	
15 MIS					
15.1 I.T Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-07-13	2021-07-13	
15.2 DMS	ANTHONY, ROD	Signed & Cleared	2021-07-13	2021-07-21	
15.3 Database	ANTHONY, ROD	Signed & Cleared	2021-07-13	2021-07-27	
16 PROCUREMENT					
16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-07-13	2021-07-15	
17 ADMIN - PROPERTY					
17.1 ADMIN - PROPERTY	DELA MERCED, NANCY	Signed & Cleared	2021-07-13	2021-07-19	
18 LEGAL					
18.1 LEGAL	FERNANDO, RONALD THOMAS	Signed & Cleared	2021-07-13	2021-07-16	
19 POD					
19.1 POD	VILLAREAL, AMIEL	Signed & Cleared	2021-07-13	2021-07-15	
20 COOPERATIVE					
20.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-07-13	2021-07-13	
21 CANTEEN					
21.1 CANTEEN	,	-	2021-07-13		
22 UNIT ASSIGNMENT					
22.1 UNIT ASSIGNMENT	,	-	2021-07-13		
23 FINANCE					
23.1 Treasury	,	-	2021-07-13		
23.2 Accounting	,	-	2021-07-13		
23.3 Credit/Billing and Collection	ESTRELLA, MERCY	Signed & Cleared	2021-07-13	2021-07-15	
23.4 Payroll Department	,	-	2021-07-13		
24 HUMAN RESOURCE					
24.1 Human Resource	,	-	2021-07-13		
24.2 PMS Section	,	-	2021-07-13		

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **SHANON APRIL MEJIA** having complied with all clearance requirements.

RECOMMENDED FOR CLEARANCE

ROCHELL APAREJADO

HR Manager

2021-08-28 11:07:58

DATE ENDORSED

LIZBETH MAY SULAPAS

Accounting Manager

2021-07-27 14:53:02

DATE ENDORSED

APPROVED FOR CLEARANCE

This is to certify that **SHANON APRIL MEJIA** is cleared of all accountabilities with _____ under the AUTOHUB Group

DANNY CHUA

SVP - Group General Manager

2021-08-31 14:28:29

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: SHANON APRIL MEJIA

HIRED: 15-May-21

LEADING EDGE AUTOMOBILES PHILIPPINES, INC

SEPARATION: 9-Jul-21

POSITION: CASHIER

RANK: LEAD RANK AND FILE

PROMOTION:

PERIOD	AVAILABLE PERIOD	CREDITS	USED	BALANCE
		-	-	-
05/15/2021-07/09/2021	2021	-	-	-

CONVERTIBLE TO CASH

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Prepared by: IVAN F. PIDLAOAN

Date: 9/1/2021

LIST OF USED LEAVES

SEE ATTACHED