



PALAWAN GLOBAL BUSINESS VENTURES INC.
CHECK VOUCHER

31 AUG 2021 P108 General Inquiry STORE211 0507

Bank Code GEW CASH IN BANK - EWB GLOBAL
Date 31/08/21 Vendor# C5477 Posted Date 31/08/21
Name Jeff Mark Castro User k56144
Address Brgy. Mandaragat, New Buncag Bantol Street
Suburb&State Puerto Princesa City PL
Postcode Phone - 0

Cheque# 1416240 Amount 6019.02

Line	P/Order#	Account#	Amount	Control#	Description	WHT M
1	FPAZ9004	3875.03		Jeff Mark Castro		
2	FPAZ1172	1731.96	5477	Jeff Mark Castro		
3	FPAZ1172	469.04	5477	Jeff Mark Castro		
4	FPAZ1172	455.99	5477	Jeff Mark Castro		
5	FPAZ1172	-513.00	5477	Jeff Mark Castro		

PAYMENT FOR LASTPAY
Inv: WHT: Disc: Chk Amt: 6,019.02

JEFF MARK CASTRO
H**SIX THOUSAND NINETEEN AND TWO CENTS**
T H P

Prepared by:

GL
Acctg. Asst.

Verified by:

GOC
Accounting

Approved by:

VBM/JCY/CPC

NTM
Treasurer

WQT
President

Received by:

Print Name over Signature



A member of Autohub Group



**FORD PALAWAN
CHECK REQUISITION FORM**

1416240

Date : August 31, 2021

Check number:

Payee : JEFF MARK CASTRO

DESCRIPTION	AMOUNT
PAYMENT FOR LASTPAY	PHP 6,019.02

Requested check date :

Check release date :

Requested by :

GERALDINE D. LOPEZ

Approved by :

[Signature]

PALAWAN GLOBAL BUSINESS VENTURES, INC

GLOBAL CITY, TAGUIG


Last pay slip

Employee ID # : 80120
Employee Name : JEFF MARK CASTRO
Date hired : 18-Feb-20
Date resigned : 30-Jun-21
Date computed : 13-Jul-21

1). 13th MONTH PAY	3,875.03
a.) Base pay	3,875.03
b.) NTA	-
2.) VL CONVERSION PAY	-
3.) TAX REFUND	-
4.) RETIREMENT PAY	-
5.) HOLD SALARY & ADJ. (1)	
HOLDPAY - 6/15/2021	1,731.96
HOLDPAY - 6/30/2021	469.04
HOLDPAY - 7/15/2021	455.99
-	-
-	-
-	-
-	-
TOTAL	6,532.02
6.) LESS: LOANS & DEDUCTIONS (2)	
PHILCARE BALANCE - (MAY - JUNE 2021)	(513.00)
-	-
-	-
-	-
-	-
-	-
-	-
	(513.00)

NET PAY **6,019.02**

Prepared by:

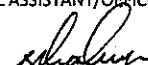

GERARDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

7/13/2021

DATE

Reviewed by:


GODFREY O. CHALUYEN

PAYROLL SUPERVISOR

8/10/21

DATE

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

Conforme:

JEFF MARK CASTRO

SIGNATURE OF SEPARATED EMPLOYEE

DATE

Re: LAST PAY COMPUTATION

DINAH ROSE AQUINO 9:04 AM
Re: LAST PAY COMPUTATION
Hi Ma'am

D

Message

Hi Ma'am Geraldine,

Good morning! Mr Alan Paglinawan, Ms Ivy Abdulhamid & Jeff Mark Castro already Agreed with their Lastpay Thank you!)

DINAH ROSE AQUINO

HR ASSISTANT- FPAL - PALAWAN GLOBAL BUSINESS VENTURES, INC.

PHILIPPINES
19300884119

eastwestcb@eastwestbanker.c... 9:06 AM
EWS@GIB - 9:06 AM

eastwestcb@eastwestbanker.c... 9:04 AM
EWS@GIB - 9:04 AM

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EMPLOYEE CLEARANCE FORM
PALAWAN GLOBAL BUSINESS VENTURES, INC.
Date: 07/13/2021

NAME OF EMPLOYEE:	JEFF MARK CASTRO	EMP. ID NO:	80120	DATE HIRED:	2020-02-18
POSITION TITLE:	PDI / DRIVER	EMP. STATUS:		REGULAR	
COMPANY NAME:	PALAWAN GLOBAL BUSINESS VENTURES, INC.	DESIGNATION:			
UNIT ASSIGNMENT:	SALES - PDI	SHARED SERVICES:			
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	COLARINA, DENISE GEM	Signed & Cleared	2021-06-29	2021-07-01	
1.2 Pre-Owned	,	-	2021-06-29		
1.3 In-House/PSR	,	-	2021-06-29		
1.4 Fleet/Accounts	,	-	2021-06-29		
1.5 Financing/Insurance	PINAT, PEPITO	Signed & Cleared	2021-06-29	2021-06-29	

2 AFTER SALES

2.1 Service	QUIMAY, CARMi	Signed & Cleared	2021-06-29	2021-06-29	
2.2 Body and Paint	,	-	2021-06-29		
2.3 Parts/Accessories	LAGRADA, PRINCESS MAE	Signed & Cleared	2021-06-29	2021-06-29	

3 TECHNICAL OPERATION

3.1 TECHNICAL OPERATION	,	-	2021-06-29		
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4 CUSTOMER RELATIONS

4.1 CUSTOMER RELATIONS	QUIMAY, CARMi	Signed & Cleared	2021-06-29	2021-06-29	
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5 MARKETING

5.1 MARKETING	COLARINA, DENISE GEM	Signed & Cleared	2021-06-29	2021-07-01	
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6 IT

6.1 IT	CUYA, RICKY	Signed & Cleared	2021-06-29	2021-06-29	
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7 ADMIN - PROPERTY

7.1 ADMIN - PROPERTY	CUYA, RICKY	Signed & Cleared	2021-06-29	2021-06-29	
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8 COOPERATIVE

8.1 COOPERATIVE	,	-	2021-06-29		
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9 CANTEEN

9.1 CANTEEN	,	-	2021-06-29		
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10 UNIT ASSIGNMENT

10.1 UNIT ASSIGNMENT	,	-	2021-06-29		
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11 FINANCE

11.1 Accounting	DE MESA-BAACO, JIE ANN	Signed & Cleared	2021-06-29	2021-06-29	
11.2 Treasury/Billing	,	-	2021-06-29		
11.3 Credit & Collection	PINAT, PEPITO	Signed & Cleared	2021-06-29	2021-06-29	

12 HUMAN RESOURCE

12.1 Human Resource	CUYA, RICKY	Signed & Cleared	2021-06-29	2021-06-30	
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13 CORPLAN

13.1 CORPLAN	,	-	2021-06-29		
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14 AUDIT

14.1 AUDIT	,	-	2021-06-29		
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15 MIS

15.1 I.T	,	-	2021-06-29		
15.2 DMS	,	-	2021-06-29		
15.3 Database	,	-	2021-06-29		

16 PROCUREMENT

16.1 PROCUREMENT	,	-	2021-06-29		
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17 ADMIN - PROPERTY

17.1 ADMIN - PROPERTY	,	-	2021-06-29		
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18 LEGAL

18.1 LEGAL	,	-	2021-06-29		
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19 POD

19.1 POD	,	-	2021-06-29		
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20 COOPERATIVE

20.1 COOPERATIVE	,	-	2021-06-29		
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21 CANTEEN

21.1 CANTEEN	,	-	2021-06-29		
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22 UNIT ASSIGNMENT

22.1 UNIT ASSIGNMENT	,	-			
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23 FINANCE

23.1 Treasury	,	-	2021-06-29		
23.2 Accounting	,	-	2021-06-29		
23.3 Credit/Billing and Collection	,	-	2021-06-29		
23.4 Payroll Department	,	-	2021-06-29		

24 HUMAN RESOURCE

24.1 Human Resource	,	-	2021-06-29		
24.2 PMS Section	,	-	2021-06-29		

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **JEFF MARK CASTRO** having complied with all clearance requirements.

RECOMMENDED FOR CLEARANCE

RICKY CUYA
HR Supervisor

2021-07-06 11:37:11
DATE ENDORSED

RICKY CUYA
HR Supervisor

2021-07-06 11:37:11
DATE ENDORSED

APPROVED FOR CLEARANCE

This is to certify that **JEFF MARK CASTRO** is cleared of all accountabilities with _____ under the AUTOHUB Group

ALEXANDER GINEZ
Branch Head

DATE APPROVED

DATE APPROVED

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