

**EMPLOYEE CLEARANCE FORM**

Leading Edge Automobile Phil. Inc

Date: 11/17/2021

NAME OF EMPLOYEE: **CALIXTO YAPIT**EMP. ID NO: **55668**DATE HIRED: **2016-12-04**POSITION TITLE: **SALES CONSULTANT**

EMP. STATUS:

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

DESIGNATION:

N/AUNIT ASSIGNMENT: **SALES**

SHARED SERVICES:

N/A

REASON:

FOR DOCUMENTATION

EFFECTIVITY DATE:

2021-05-24**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	2021-07-12	2021-07-12	
1.2 Pre-Owned	TUNGOL, GHIE	Signed & Cleared	2021-07-12	2021-07-12	
1.3 In-House/PSR	TUNGOL, GHIE	Signed & Cleared	2021-07-12	2021-07-12	
1.4 Fleet/Accounts	TUNGOL, GHIE	Signed & Cleared	2021-07-12	2021-07-12	
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	2021-07-12	
2.2 Body and Paint	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-07-12	2021-07-12	
2.3 Parts/Accessories	BONITA, LODIE	Signed & Cleared	2021-07-12	2021-07-12	
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	,	-	2021-07-12		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-07-12	2021-07-12	
5 MARKETING					
5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-07-12	2021-07-12	
6 I.T					
6.1 I.T Department	TORRES, JOHN EZRA	Signed & Cleared	2021-07-12	2021-07-12	
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-07-12	2021-07-12	
8 COOPERATIVE					
8.1 COOPERATIVE	,	-	2021-07-12		
9 CANTEEN					
9.1 CANTEEN	,	-	2021-07-12		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	TUNGOL, GHIE	Signed & Cleared	2021-07-12	2021-07-12	
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	2021-10-27	
13 CORPLAN					
13.1 CORPLAN	LAGULA, GERALD	Signed & Cleared	2021-07-12	2021-07-12	

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

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 Department HO	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	ANTHONY, ROD	Signed & Cleared	2021-07-12	2021-07-21	

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	2021-07-19	
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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 **CALIXTO YAPIT** having complied with all clearance requirements.

ROCHELL APAREJADO

HR Manager

2021-10-27 08:32:11

DATE ENDORSED

LIZBETH MAY SULAPAS

Accounting Manager

2021-10-27 16:18:25

DATE ENDORSED

APPROVED FOR CLEARANCE

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

DANNY CHUA

SVP - Group General Manager

2021-11-16 14:38:59

DATE APPROVED

DATE APPROVED

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