

**AUTOITALIA PHILIPPINES ENT, INC.**

GLOBAL CITY, TAGUIG


**Last pay slip**

Employee ID # : 25548  
Employee Name : JOEL DE CASTRO  
Date hired : 6-Oct-20  
Date resigned : 5-Apr-21  
Date computed : 19-Oct-21

1). 13th MONTH PAY		4,704.16	4,704.16
a.) Base pay	4,704.16		
b.) NTA	-		
2.) VL CONVERSION PAY			-
3.) TAX REFUND			-
4.) RETIREMENT PAY			-
5.) HOLD SALARY & ADJ. ( 1 )			
HOLDPAY - APRIL 15, 2021			4,790.76
			-
			-
			-
			-
			-
			-
<b>TOTAL</b>			<b>9,494.92</b>
6.) LESS: LOANS & DEDUCTIONS (2)			-
			-
			-
			-
			-
			-
			-
			-

**NET PAY****9,494.92**

Prepared by:


  
GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

10/19/2021

DATE

Reviewed by:

  
GODFREY O. CHALUYEN

PAYROLL SUPERVISOR

10 - 20 - 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:

JOEL DE CASTRO

SIGNATURE OF SEPARATED EMPLOYEE

DATE

**EMPLOYEE CLEARANCE FORM**
 Autoitalia Philippines Ent.  
 Date: 10/18/2021
NAME OF EMPLOYEE: **JOEL DE CASTRO**EMP. ID NO: **25548**DATE HIRED: **2020-10-06**POSITION TITLE: **TECHNICIAN**

EMP. STATUS:

**PROBATIONARY**COMPANY NAME: **AUTOITALIA PHILIPPINES ENT.**

DESIGNATION:

**TECHNICIAN**UNIT ASSIGNMENT: **SERVICE**

SHARED SERVICES:

REASON:

EFFECTIVITY DATE:

**2021-04-05**

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE					
ACCOUNTABILITY AREAS	CLEARANCE OFFICERS		DATE		REMARKS
	OFFICER NAME	STATUS	RECEIVED DATE	DATE SIGNED	
1 SALES					
1.1 Retail Sales	LATIGAY, NATHALIE	Signed & Cleared	2021-07-16	2021-07-27	
1.2 Pre-Owned	.	-			
1.3 In-House/PSR	.	-			
1.4 Fleet/Accounts	.	-			
1.5 Financing/Insurance	PELO, EILEEN	Signed & Cleared	2021-07-16	2021-07-16	
2 AFTER SALES					
2.1 Service	GARVIDA, EMMANUEL	Signed & Cleared	2021-07-16	2021-07-16	
2.2 Body and Paint	.	-			
2.3 Parts/Accessories	.	-			
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	BONDOC, TRIZZIA	Signed & Cleared	2021-07-16	2021-07-19	
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	BONDOC, TRIZZIA	Signed & Cleared	2021-07-16	2021-07-19	
5 MARKETING					
5.1 MARKETING	BONDOC, TRIZZIA	Signed & Cleared	2021-07-16	2021-07-19	
6 I.T					
6.1 I.T Department	.	-			
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	LATAGAN, MARLON	Signed & Cleared	2021-07-16	2021-07-16	
8 COOPERATIVE					
8.1 COOPERATIVE	CHALUYEN, GODFREY	Signed & Cleared	2021-07-16	2021-07-19	
9 CANTEEN					
9.1 CANTEEN	.	-			
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	GARVIDA, EMMANUEL	Signed & Cleared	2021-07-16	2021-07-16	
11 FINANCE					
11.1 Accounting	LOPEZ, JENELYN	Signed & Cleared	2021-07-16	2021-07-19	
11.2 Treasury/Billing	.	-			
11.3 Credit & Collection	.	-			
12 HUMAN RESOURCE					
12.1 Human Resource	ACOSTA, MARIAN KATRINA	Signed & Cleared	2021-07-16	2021-07-16	
13 CORPLAN					
13.1 CORPLAN	.	-			

## ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

<b>14 AUDIT</b>					
14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-07-16	2021-07-16	
<b>15 MIS</b>					
15.1 I.T Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-07-16	2021-07-17	
15.2 DMS	,	-			
15.3 Database	,	-			
<b>16 PROCUREMENT</b>					
16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-07-16	2021-07-17	
<b>17 ADMIN - PROPERTY</b>					
17.1 ADMIN - PROPERTY	,	-			
<b>18 LEGAL</b>					
18.1 LEGAL	,	-			
<b>19 POD</b>					
19.1 POD	,	-			
<b>20 COOPERATIVE</b>					
20.1 COOPERATIVE	,	-			
<b>21 CANTEEN</b>					
21.1 CANTEEN	,	-			
<b>22 UNIT ASSIGNMENT</b>					
22.1 UNIT ASSIGNMENT	,	-			
<b>23 FINANCE</b>					
23.1 Treasury	,	-			
23.2 Accounting	,	-			
23.3 Credit/Billing and Collection	,	-			
23.4 Payroll Department	,	-			
<b>24 HUMAN RESOURCE</b>					
24.1 Human Resource	,	-			
24.2 PMS Section	,	-			

## RECOMMENDED FOR CLEARANCE

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

JENELYN LOPEZ

Accounting Manager

2021-07-29 09:12:28

DATE ENDORSED

MARIAN KATRINA ACOSTA

HR Manager

2021-07-28 12:06:12

DATE ENDORSED

## APPROVED FOR CLEARANCE

This is to certify that **JOEL DE CASTRO** is cleared of all accountabilities with \_\_\_\_\_ under the AUTOHUB Group

MANUEL IGNACIO

VP Group General Manager

2021-10-15 16:39:09

DATE APPROVED

TRIZZIA

Branch Head

DATE APPROVED

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

# VACATION LEAVE LEDGER

**DEALERSHIP:** AUTOITALIA PHILIPPINES ENT, INC.  
**NAME:** DE CASTRO, JOEL S.  
**HIRED:** 06 October 2020  
**RESIGNED:** 05 April 2021  
**POSITION:** MOTORCYCLE TECHNICIAN  
**RANK LEVEL:** RANK AND FILE  
**PROMOTION:**

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
10/06/2020 - 12/31/2020	2020			
01/01/2021 - 04/05/2021	2021			

**CONVERTIBLE TO CASH**

-

Prepared by: EUNICE PINPIÑO Date: 10/18/2021

Approved by: DWAN JANELLE MANALAYSAY Date: 10/18/2021

## LIST OF USED LEAVES

YEAR	DATE	HOURS	TOTAL
0			
0			#REF!
0			
0			