

**LEADING EDGE AUTOMOBILES, INC.**

GLOBAL CITY, TAGUIG


**Last pay slip**

Employee ID # : 56046  
Employee Name : **LIZLY SAMONTE**  
Date hired : 15-Jul-19  
Date resigned : 31-Jul-21  
Date computed : 20-Oct-21

1). 13th MONTH PAY		9,457.95	-
a.) Base pay	9,457.95		
b.) NTA	-		
2.) VL CONVERSION PAY		(1,722.79)	
3.) TAX REFUND		-	
4.) RETIREMENT PAY		-	
5.) HOLD SALARY & ADJ. ( 1 )			
HOLDPAY - JULY 30, 2021		3,579.23	
HOLDPAY - AUGUST 15, 2021		233.72	
-		-	
-		-	
-		-	
-		-	
-		-	
<b>TOTAL</b>		<b>11,548.11</b>	
6.) LESS: LOANS & DEDUCTIONS (2)			
MEDICARD ARREARS		(4,253.10)	
-		-	
-		-	
-		-	
-		-	
-		-	
-		-	
		(4,253.10)	

**NET PAY** **7,295.01** -

Prepared by:


  
GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

10/20/2021

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:

LIZLY SAMONTE

SIGNATURE OF SEPARATED EMPLOYEE

DATE

with coop contribution 2000.00



**EMPLOYEE CLEARANCE FORM**

Leading Edge Automobile Phil. Inc

Date: 10/20/2021

NAME OF EMPLOYEE: **LIZLY SAMONTE**EMP. ID NO: **56046**DATE HIRED: **2019-07-15**POSITION TITLE: **TELEMARKETER**

EMP. STATUS:

**REGULAR**COMPANY NAME: **LEADING EDGE AUTOMOBILE PHIL. INC**

DESIGNATION:

**N/A**UNIT ASSIGNMENT: **N/A**

SHARED SERVICES:

REASON:

EFFECTIVITY DATE:

**2021-07-31**

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	2021-08-27	2021-08-27	
1.2 Pre-Owned	.	-	2021-08-27		
1.3 In-House/PSR	.	-	2021-08-27		
1.4 Fleet/Accounts	.	-	2021-08-27		
1.5 Financing/Insurance	LUNAS, EDNA LIN	Signed & Cleared	2021-08-27	2021-08-27	
2 AFTER SALES					
2.1 Service	CONCEPCION, ARIEL	Signed & Cleared	2021-08-27	2021-09-01	
2.2 Body and Paint	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-08-27	2021-08-27	
2.3 Parts/Accessories	BONITA, LODIE	Signed & Cleared	2021-08-27	2021-08-27	
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	.	-	2021-08-27		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-08-27	2021-08-31	
5 MARKETING					
5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-08-27	2021-10-14	
6 I.T					
6.1 I.T Department	TORRES, JOHN EZRA	Signed & Cleared	2021-08-27	2021-08-27	
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-08-27	2021-09-21	
8 COOPERATIVE					
8.1 COOPERATIVE	.	-	2021-08-27		
9 CANTEEN					
9.1 CANTEEN	.	-	2021-08-27		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	ENCINAS, FATIMA	Signed & Cleared	2021-08-27	2021-09-09	
11 FINANCE					
11.1 Accounting	SULAPAS, LIZBETH MAY	Signed & Cleared	2021-08-27	2021-08-27	
11.2 Treasury/Billing	GO, JANET	Signed & Cleared	2021-08-27	2021-08-27	
11.3 Credit & Collection	.	-	2021-08-27		
12 HUMAN RESOURCE					
12.1 Human Resource	APAREJADO, ROCHELL	Signed & Cleared	2021-08-28	2021-08-28	
13 CORPLAN					
13.1 CORPLAN	LAGULA, GERALD	Signed & Cleared	2021-08-27	2021-08-27	



## ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

<b>14 AUDIT</b>					
14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-08-27	2021-09-01	
<b>15 MIS</b>					
15.1 I.T Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-08-27	2021-08-28	
15.2 DMS	ANTHONY, ROD	Signed & Cleared	2021-08-27	2021-08-27	
15.3 Database	.	-	2021-08-27		
<b>16 PROCUREMENT</b>					
16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-08-27	2021-08-27	
<b>17 ADMIN - PROPERTY</b>					
17.1 ADMIN - PROPERTY	DELA MERCED, NANCY	Signed & Cleared	2021-08-27	2021-09-06	
<b>18 LEGAL</b>					
18.1 LEGAL	FERNANDO, RONALD THOMAS	Signed & Cleared	2021-08-27	2021-08-27	
<b>19 POD</b>					
19.1 POD	VILLAREAL, AMIEL	Signed & Cleared	2021-08-27	2021-09-01	
<b>20 COOPERATIVE</b>					
20.1 COOPERATIVE	.	-	2021-08-27		
<b>21 CANTEEN</b>					
21.1 CANTEEN	.	-	2021-08-27		
<b>22 UNIT ASSIGNMENT</b>					
22.1 UNIT ASSIGNMENT	.	-	2021-08-27		
<b>23 FINANCE</b>					
23.1 Treasury	.	-	2021-08-27		
23.2 Accounting	.	-	2021-08-27		
23.3 Credit/Billing and Collection	ESTRELLA, MERCY	Signed & Cleared	2021-08-27	2021-08-31	
23.4 Payroll Department	CHALUYEN, GODFREY	Signed & Cleared	2021-08-27	2021-09-01	
<b>24 HUMAN RESOURCE</b>					
24.1 Human Resource	.	-	2021-08-27		
24.2 PMS Section	.	-	2021-08-27		

## RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **LIZLY SAMONTE** having complied with all clearance requirements.

ROCHELL APAREJADO  
HR Manager

2021-10-14 17:01:47  
DATE ENDORSED

LIZBETH MAY SULAPAS  
Accounting Manager

2021-10-19 12:52:31  
DATE ENDORSED

## APPROVED FOR CLEARANCE

This is to certify that **LIZLY SAMONTE** is cleared of all accountabilities with \_\_\_\_\_ under the AUTOHUB Group

DANNY CHUA  
SVP - Group General Manager

2021-10-20 11:08:44  
DATE APPROVED

\_\_\_\_\_  
DATE APPROVED

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



## VACATION LEAVE LEDGER

**DEALERSHIP:** LEADING EDGE AUTOMOBILES PHILIPPINES, INC  
**NAME:** SAMONTE, LIZLY  
**HIRED:** 15-Jul-19 LEADING EDGE AUTOMOBILES PHILIPPINES, INC  
**SEPARATED:** 31-Jul-21  
**POSITION:** Telemarketer  
**RANK LEVEL:** RANK AND FILE  
**PROMOTION:**

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
07/15/2019-12/31/2019	2019	16.65	-	16.65
01/01/2020-12/31/2020	2020	33.30	48.00	(14.70)
01/01/2021-07/31/2021	2021	23.31	28.00	(4.69)

**CONVERTIBLE TO CASH** (2.74)

Prepared by: IVAN F. PIDLAQAN Date: 10/20/2021

### LIST OF USED LEAVES

SEE ATTACHED



## LASTPAY NOTES

From: Rochell Aparejado  
to deduct excess VL 2.74 hours  
to deduct HMO medicard arrears 4253.10 : (-4253.10)

2021-08-28 / 11:11:27

Total Amount: Php -4253.10

- HR: FOR DOCUMENTATION (0)
- LEGAL: SCHEDULE OF RELEASE (7)
- READY FOR RELEASE (4)
- DEFERRED: WITH OBLIGATION (0)

SELECTED RECORD: SAMONTE, LIZLY (Record # 56046)

## SEARCH RECORD



FOR FINAL PAY COMPUT

NOTHING TO COMPUTE VIEW

RICER	2021-09-08	2021-10-14	LASTPAY COMPUTATION	42 Days   Rating: (60%)
NGER	2021-09-14	2021-10-14	LASTPAY COMPUTATION	36 Days   Rating: (80%)
TIVE	2021-09-29	2021-10-18	LASTPAY COMPUTATION	21 Days   Rating: (100%)
RIVER	2021-09-13	2021-10-14	LASTPAY COMPUTATION	37 Days   Rating: (76.67%)
LTANT	2021-07-28	2021-10-15	LASTPAY COMPUTATION	84 Days   Rating: (0.00%)
ER	2021-10-06	2021-10-19	LASTPAY COMPUTATION	14 Days   Rating: (100%)
INATOR	2021-09-23	2021-10-18	LASTPAY COMPUTATION	27 Days   Rating: (100%)
LTANT	2021-07-19	2021-10-11	LASTPAY COMPUTATION	93 Days   Rating: (0.00%)
TIVE	2021-09-29	2021-10-18	LASTPAY COMPUTATION	21 Days   Rating: (100%)
LTANT	2021-09-15	2021-10-18	LASTPAY COMPUTATION	34 Days   Rating: (86.67%)