



EMPLOYEE CLEARANCE FORM

Leading Edge Automobile Phil. Inc
Date: 11/27/2021

NAME OF EMPLOYEE:	CARINA BUELLA	EMP. ID NO:	56114	DATE HIRED:	2019-12-26
POSITION TITLE:	BILLING ASSISTANT	EMP. STATUS:		REGULAR	
COMPANY NAME:	LEADING EDGE AUTOMOBILE PHIL. INC	DESIGNATION:		N/A	
UNIT ASSIGNMENT:	N/A	SHARED SERVICES:		BILLING ASSISTANT	
REASON:		EFFECTIVITY DATE:		2021-10-21	

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	2021-10-21	2021-10-21	
1.2 Pre-Owned	.	-	2021-10-21		
1.3 In-House/PSR	.	-	2021-10-21		
1.4 Fleet/Accounts	.	-	2021-10-21		
1.5 Financing/Insurance	LUNAS, EDNALIN	Signed & Cleared	2021-10-21	2021-10-22	
2 AFTER SALES					
2.1 Service	CONCEPCION, ARIEL	Signed & Cleared	2021-10-21	2021-11-03	
2.2 Body and Paint	DELA TORRE, YDLAZVIE	Signed & Cleared	2021-10-21	2021-10-22	
2.3 Parts/Accessories	BONITA, LODIE	Signed & Cleared	2021-10-21	2021-10-22	
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	.	-	2021-10-21		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	ENCINAS, FATIMA	Signed & Cleared	2021-10-21	2021-10-23	
5 MARKETING					
5.1 MARKETING	FIRMACION, RAYMOND	Signed & Cleared	2021-10-21	2021-11-25	
6 I.T					
6.1 I.T Department	TORRES, JOHN EZRA	Signed & Cleared	2021-10-21	2021-10-21	
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	VALERA, RAMON	Signed & Cleared	2021-10-21	2021-10-22	
8 COOPERATIVE					
8.1 COOPERATIVE	.	-	2021-10-21		
9 CANTEEN					
9.1 CANTEEN	.	-	2021-10-21		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	CARANDANG, JESSICA	Signed & Cleared	2021-10-21	2021-10-28	
11 FINANCE					
11.1 Accounting	BAYBAY, ANNALYN	Signed & Cleared	2021-10-21	2021-10-22	
11.2 Treasury/Billing	GO, JANET	Signed & Cleared	2021-10-21	2021-10-26	
11.3 Credit & Collection	.	-	2021-10-21		
12 HUMAN RESOURCE					
12.1 Human Resource	APAREJADO, ROCHELL	Signed & Cleared	2021-10-21	2021-11-04	
13 CORPLAN					
13.1 CORPLAN	.	-	2021-10-21		

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

14 AUDIT

14.1 AUDIT	.	-	2021-10-21		
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15 MIS

15.1 I.T Department HO	.	-	2021-10-21		
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15.2 DMS	.	-	2021-10-21		
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15.3 Database	.	-	2021-10-21		
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16 PROCUREMENT

16.1 PROCUREMENT	.	-	2021-10-21		
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17 ADMIN - PROPERTY

17.1 ADMIN - PROPERTY	.	-	2021-10-21		
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18 LEGAL

18.1 LEGAL	.	-	2021-10-21		
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19 POD

19.1 POD	.	-	2021-10-21		
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20 COOPERATIVE

20.1 COOPERATIVE	.	-	2021-10-21		
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21 CANTEEN

21.1 CANTEEN	.	-	2021-10-21		
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22 UNIT ASSIGNMENT

22.1 UNIT ASSIGNMENT	.	-	2021-10-21		
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23 FINANCE

23.1 Treasury	.	-	2021-10-21		
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23.2 Accounting	.	-	2021-10-21		
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23.3 Credit/Billing and Collection	.	-	2021-10-21		
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23.4 Payroll Department	.	-	2021-10-21		
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24 HUMAN RESOURCE

24.1 Human Resource	.	-	2021-10-21		
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24.2 PMS Section	.	-	2021-10-21		
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RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **CARINA BUELLA** having complied with all clearance requirements.

ROCHELL APAREJADO

HR Manager

2021-11-26 10:32:42

DATE ENDORSED

ANNALYN BAYBAY

Accounting Manager

2021-11-26 10:23:41

DATE ENDORSED

APPROVED FOR CLEARANCE

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

DANNY CHUA

SVP - Group General Manager

2021-11-26 10:57:29

DATE APPROVED

DATE APPROVED

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