

AUTOITALIA PHILIPPINES ENT, INC.

GLOBAL CITY, TAGUIG

Last pay slip

Employee ID # : 25613
Employee Name : EMMALYN DOMINGO
Date hired : 8-Mar-21
Date resigned : 2-Aug-21
Date computed : 19-Oct-21

1.) 13th MONTH PAY		4,350.59
a.) Base pay	4,350.59	
b.) NTA	-	
2.) VL CONVERSION PAY		-
3.) TAX REFUND		-
4.) RETIREMENT PAY		-
5.) HOLD SALARY & ADJ. (1)		
HOLDPAY - AUGUST 15, 2021		3,881.65
		-
		-
		-
		-
		-
TOTAL		8,232.24
6.) LESS: LOANS & DEDUCTIONS (2)		
PHILCARE BALANCE		(1,368.00)
		-
		-
		-
		-
		-
		(1,368.00)

NET PAY **6,864.24**

Prepared by:

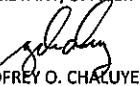

GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

10/28/2021

DATE

Reviewed by:


GODFREY O. CHALUYEN

PAYROLL SUPERVISOR

10/28/2021

DATE

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

Conforme:

EMMALYN DOMINGO

SIGNATURE OF SEPARATED EMPLOYEE

DATE

**EMPLOYEE CLEARANCE FORM**
 Autoitalia Philippines Ent.
 Date: 10/18/2021
NAME OF EMPLOYEE: **EMMALYN DOMINGO**EMP. ID NO: **25613**DATE HIRED: **2021-03-08**POSITION TITLE: **SERVICE ADMIN ASSISTANT**

EMP. STATUS:

PROBATIONARYCOMPANY NAME: **AUTOITALIA PHILIPPINES ENT.**

DESIGNATION:

SERVICE ADMIN ASSISTANTUNIT ASSIGNMENT: **SERVICE**

SHARED SERVICES:

REASON:

EFFECTIVITY DATE:

2021-08-02**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	-			
1.2 Pre-Owned	.	-			
1.3 In-House/PSR	.	-			
1.4 Fleet/Accounts	.	-			
1.5 Financing/Insurance	PELO, EILEEN	-			
2 AFTER SALES					
2.1 Service	GARVIDA, EMMANUEL	-			
2.2 Body and Paint	.	-			
2.3 Parts/Accessories	.	-			
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	BONDOC, TRIZZIA	-			
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	BONDOC, TRIZZIA	-			
5 MARKETING					
5.1 MARKETING	CHEUNG, IVORY	-			
6 I.T					
6.1 I.T Department	.	-			
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	LATAGAN, MARLON	-			
8 COOPERATIVE					
8.1 COOPERATIVE	CHALUYEN, GODFREY	-			
9 CANTEEN					
9.1 CANTEEN	.	-			
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	GARVIDA, EMMANUEL	-			
11 FINANCE					
11.1 Accounting	LOPEZ, JENELYN	-			
11.2 Treasury/Billing	.	-			
11.3 Credit & Collection	.	-			
12 HUMAN RESOURCE					
12.1 Human Resource	MAGLASANG, RUDOLF IVAN	-			
13 CORPLAN					
13.1 CORPLAN	.	-			

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

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

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **EMMALYN DOMINGO** having complied with all clearance requirements.

JENELYN LOPEZ

Accounting Manager

DATE ENDORSED

RUDOLF IVAN MAGLASANG

OIC-HR SUPERVISOR

DATE ENDORSED

APPROVED FOR CLEARANCE

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

MANUEL IGNACIO

VP Group General Manager

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: DOMINGO, EMMALYN C.
HIRED: 08 March 2021
RESIGNED: 02 August 2021
POSITION: SERVICE ADMIN ASSISTANT
RANK LEVEL: RANK AND FILE
PROMOTION:

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
03/08/2021 - 08/02/2021	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

USER | User: 56144 | Company: LEAP | Logout

LASTPAY NOTES

From: DWAN JANELLE MANALAYSAY

Member of Philcare, please check unpaid under Philcare : (1.00)

2021-09-01 / 11:33:04

From: Diosdada Paz

Ok : (0.00)

2021-08-29 / 15:55:56

Total Amount: Php 1.00

HR: FOR DOCUMENTATION (0)

LEGAL: SCHEDULE OF RELEASE (11)

READY FOR RELEASE (7)

DEFERRED: WITH OBLIGATION (0)

SELECTED RECORD: DOMINGO, EMMALYN (Record # 25613)

SEARCH RECORD

FOR FINAL PAY COMPUT

				⊗ NOTHING TO COMPUTE	VIEW
OR	2021-07-20	2021-10-15	COMPUTATION	(0.00%)	
ULTANT	2021-07-16	2021-09-01	LASTPAY COMPUTATION	94 Days Rating: (0.00%)	
ULTANT	2021-08-12	2021-10-13	LASTPAY COMPUTATION	66 Days Rating: (0.00%)	
ASING TANT	2021-08-20	2021-10-11	LASTPAY COMPUTATION	59 Days Rating: (3.33%)	
ICIAN	2021-07-14	2021-10-15	LASTPAY COMPUTATION	94 Days Rating: (0.00%)	
GER	2021-08-11	2021-10-11	LASTPAY COMPUTATION	67 Days Rating: (0.00%)	
ADMIN	2021-08-24	2021-10-15	LASTPAY COMPUTATION	51 Days Rating: (30%)	
FICER	2021-09-08	2021-10-14	LASTPAY COMPUTATION	40 Days Rating: (66.67%)	
ULTANT	2021-08-16	2021-10-13	LASTPAY COMPUTATION	63 Days Rating: (0.00%)	
ULTANT	2021-09-03	2021-10-13	LASTPAY COMPUTATION	45 Days Rating: (50%)	
ULTANT	2021-09-03	2021-10-13	LASTPAY COMPUTATION	45 Days Rating: (50%)	