

AUTOITALIA PHILIPPINES ENT, INC.

GLOBAL CITY, TAGUIG

Last pay slip

Employee ID # : 25280
Employee Name : **SOTERO C. JULIANO**
Date hired : 23-Apr-18
Date resigned : 23-Apr-21
Date computed : 0-Jan-00

1). 13th MONTH PAY		3,385.34
a.) Base pay	3,385.34	
b.) NTA	-	
2.) VL CONVERSION PAY		4,827.63
3.) TAX REFUND		-
4.) RETIREMENT PAY		-
5.) HOLD SALARY & ADJ. (1)		
HOLDPAY - APRIL 15, 2021		785.48
HOLDPAY - APRIL 30, 2021		1,309.78
		-
		-
		-
		-
		-
TOTAL		10,308.23
6.) LESS: LOANS & DEDUCTIONS (2)		
UNLIQUIDATED CASH ADVANCE		(47,130.00)
		-
		-
		-
		-
		-
		-
		(47,130.00)

NET PAY **(36,821.77)** -

Prepared by:



GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

10/19/2021

DATE

Reviewed by:


GODFREY O. CHALUYON

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:

SOTERO C. JULIANO

SIGNATURE OF SEPARATED EMPLOYEE

DATE

**EMPLOYEE CLEARANCE FORM**

Autoitalia Philippines Ent.
Date: 10/18/2021

NAME OF EMPLOYEE: **SOTERO JULIANO III**EMP. ID NO: **25280**DATE HIRED: **2018-04-23**POSITION TITLE: **SALES CONSULTANT**

EMP. STATUS:

REGULARCOMPANY NAME: **AUTOITALIA PHILIPPINES ENT.**

DESIGNATION:

SALES CONSULTANTUNIT ASSIGNMENT: **SALES DEPARTMENT**

SHARED SERVICES:

NA

REASON:

EFFECTIVITY DATE:

2021-04-23

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE					
ACCOUNTABILITY AREAS	CLEARANCE OFFICERS		DATE		REMARKS
	OFFICER NAME	STATUS	RECEIVED DATE	DATE SIGNED	
1 SALES					
1.1 Retail Sales	.	-			
1.2 Pre-Owned	.	-			
1.3 In-House/PSR	.	-			
1.4 Fleet/Accounts	.	-			
1.5 Financing/Insurance	.	-			
2 AFTER SALES					
2.1 Service	.	-			
2.2 Body and Paint	.	-			
2.3 Parts/Accessories	.	-			
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	.	-			
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	.	-			
5 MARKETING					
5.1 MARKETING	.	-			
6 I.T					
6.1 I.T Department	.	-			
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	.	-			
8 COOPERATIVE					
8.1 COOPERATIVE	.	-			
9 CANTEEN					
9.1 CANTEEN	.	-			
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	.	-			
11 FINANCE					
11.1 Accounting	.	-			
11.2 Treasury/Billing	.	-			
11.3 Credit & Collection	.	-			
12 HUMAN RESOURCE					
12.1 Human Resource	.	-			
13 CORPLAN					
13.1 CORPLAN	.	-			

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

14 AUDIT					
14.1 AUDIT		-			
15 MIS					
15.1 I.T Department HO		-			
15.2 DMS		-			
15.3 Database		-			
16 PROCUREMENT					
16.1 PROCUREMENT		-			
17 ADMIN - PROPERTY					
17.1 ADMIN - PROPERTY		-			
18 LEGAL					
18.1 LEGAL		-			
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 **SOTERO JULIANO III** having complied with all clearance requirements.

ROGEL RODRIGUEZ

Accounting Manager

DATE ENDORSED

DWAN JANELLE MANALAYSAY

HR Manager

DATE ENDORSED

APPROVED FOR CLEARANCE

This is to certify that **SOTERO JULIANO III** is cleared of all accountabilities with _____ under the AUTOHUB Group

MANUEL IGNACIO

VP Group General Manager

DATE APPROVED

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: SOTERO C. JULIANO III 25280
HIRED: 23 April 2018
RESIGNED: 23 April 2021
POSITION: SALES CONSULTANT
RANK LEVEL: RANK AND FILE
PROMOTION:

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
04/23/2018 - 12/31/2018	2018	26.64	-	26.64
01/01/2019 - 12/31/2019	2019	39.96	40.00	(0.04)
10/30/2020 - 12/31/2020	2020	39.96	8.00	31.96
01/01/2021 - 04/23/2021	2021	13.32	-	13.32
				-
				-

CONVERTIBLE TO CASH

71.88

Prepared by: EUNICE PINPIÑO

Date: 8/20/2021

Approved by: VANDOLF MAGLASANG

Date: 8/20/2021

LIST OF USED LEAVES

YEAR	DATE	HOURS	TOTAL
2019	12/19/2019	8	8
	11/13/2019	8	8
	11/07/2019	8	8
	12/03/2019	8	8
	11/23/2019	4	4
	12/14/2019	4	4
2019 Total			40
2020	02/22/2020	8	8
2020 Total			8