

**PALAWAN GLOBAL BUSINESS VENTURES, INC**

GLOBAL CITY, TAGUIG

**Last pay slip**

Employee ID # : 80144  
Employee Name : RIZZI MARAÑO  
Date hired : 3-May-21  
Date resigned : 1-Oct-21  
Date computed : 26-Oct-21

1). 13th MONTH PAY	3,142.01
a.) Base pay	3,142.01
b.) NTA	-
2.) VL CONVERSION PAY	-
3.) TAX REFUND	-
4.) RETIREMENT PAY	-
5.) HOLD SALARY & ADJ. ( 1 )	
HOLDPAY - OCT 15, 2021	2,751.77
-	-
-	-
-	-
-	-
-	-
<b>TOTAL</b>	<b>5,893.78</b>
6.) LESS: LOANS & DEDUCTIONS (2)	
-	-
-	-
-	-
-	-
-	-
-	-
-	-

**NET PAY****5,893.78**

Prepared by:


  
GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

10/26/2021

DATE

Reviewed by:

  
GODFREY O. CHALOVEN

PAYROLL SUPERVISOR

10/26/2021  
DATE

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

Conforme:

RIZZI MARAÑO

SIGNATURE OF SEPARATED EMPLOYEE

DATE





## EMPLOYEE CLEARANCE FORM

**PALAWAN GLOBAL BUSINESS VENTURES, INC.**  
Date: 10/26/2021

NAME OF EMPLOYEE: <b>RIZZIA MARAÑO</b>	EMP. ID NO: <b>80144</b>	DATE HIRED: <b>2021-05-03</b>
POSITION TITLE: <b>LOGISTICS ASSISTANT</b>	EMP. STATUS:	<b>CONTRACTUAL</b>
COMPANY NAME: <b>PALAWAN GLOBAL BUSINESS VENTURES, INC.</b>	DESIGNATION:	
UNIT ASSIGNMENT: <b>PURCHASING</b>	SHARED SERVICES:	
REASON:	EFFECTIVITY DATE:	<b>2021-10-01</b>

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE					
ACCOUNTABILITY AREAS	CLEARANCE OFFICERS		DATE		REMARKS
	OFFICER NAME	STATUS	RECEIVED DATE	DATE SIGNED	
1 SALES					
1.1 Retail Sales	.	-	2021-09-30		
1.2 Pre-Owned	.	-	2021-09-30		
1.3 In-House/PSR	.	-	2021-09-30		
1.4 Fleet/Accounts	.	-	2021-09-30		
1.5 Financing/Insurance	.	-	2021-09-30		
2 AFTER SALES					
2.1 Service	.	-	2021-09-30		
2.2 Body and Paint	.	-	2021-09-30		
2.3 Parts/Accessories	.	-	2021-09-30		
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION	.	-	2021-09-30		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	.	-	2021-09-30		
5 MARKETING					
5.1 MARKETING	.	-	2021-09-30		
6 I.T					
6.1 I.T Department	.	-	2021-09-30		
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	.	-	2021-09-30		
8 COOPERATIVE					
8.1 COOPERATIVE	.	-	2021-09-30		
9 CANTEEN					
9.1 CANTEEN	.	-	2021-09-30		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	.	-	2021-09-30		
11 FINANCE					
11.1 Accounting	.	-	2021-09-30		
11.2 Treasury/Billing	.	-	2021-09-30		
11.3 Credit & Collection	.	-	2021-09-30		
12 HUMAN RESOURCE					
12.1 Human Resource	.	-	2021-09-30		
13 CORPLAN					
13.1 CORPLAN	.	-	2021-09-30		



## ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

## 14 AUDIT

14.1 AUDIT	VILLARUEL, CONRADO	Signed & Cleared	2021-09-30	2021-09-30	
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## 15 MIS

15.1 I.T Department HO	ENDAYA, ARNEL	Signed & Cleared	2021-09-30	2021-10-01	
15.2 DMS	ANTHONY, ROD	Signed & Cleared	2021-09-30	2021-10-03	
15.3 Database	ENDAYA, ARNEL	Signed & Cleared	2021-09-30	2021-10-01	

## 16 PROCUREMENT

16.1 PROCUREMENT	PAZ, DIOSDADA	Signed & Cleared	2021-09-30	2021-09-30	
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## 17 ADMIN - PROPERTY

17.1 ADMIN - PROPERTY	AYCO, XENIA	Signed & Cleared	2021-09-30	2021-10-11	
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## 18 LEGAL

18.1 LEGAL	FERNANDO, RONALD THOMAS	Signed & Cleared	2021-09-30	2021-09-30	
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## 19 POD

19.1 POD	VILLAREAL, AMIEL	Signed & Cleared	2021-09-30	2021-10-07	
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## 20 COOPERATIVE

20.1 COOPERATIVE		-	2021-09-30		
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## 21 CANTEEN

21.1 CANTEEN		-	2021-09-30		
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## 22 UNIT ASSIGNMENT

22.1 UNIT ASSIGNMENT	CHUA, CHRISTINE	Signed & Cleared	2021-09-30	2021-10-05	
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## 23 FINANCE

23.1 Treasury	CABACES, ROMMEL	Signed & Cleared	2021-09-30	2021-10-15	
23.2 Accounting	BANALAGAY, ROSE ANNE	Signed & Cleared	2021-09-30	2021-10-07	
23.3 Credit/Billing and Collection	ESTRELLA, MERCY	Signed & Cleared	2021-09-30	2021-10-05	
23.4 Payroll Department		-	2021-09-30		

## 24 HUMAN RESOURCE

24.1 Human Resource	APAREJADO, ROCHELL	Signed & Cleared	2021-09-30	2021-10-07	
24.2 PMS Section		-	2021-09-30		

## RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **RIZZIA MARAÑÓ** having complied with all clearance requirements.

ROSE ANNE BANALAGAY  
Accounting Manager

2021-10-25 10:38:31  
DATE ENDORSED

ROCHELL APAREJADO  
HR Manager

2021-10-23 13:32:10  
DATE ENDORSED

## APPROVED FOR CLEARANCE

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

DANNY CHUA  
SVP - Group General Manager

2021-10-25 18:24:56  
DATE APPROVED

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

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