

PALAWAN GLOBAL BUSINESS VENTURES, INC

GLOBAL CITY, TAGUIG

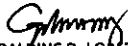
Last pay slip

Employee ID # : 80117
Employee Name : QUEENCHY JANE MENDEZ
Date hired : 18-Nov-19
Date resigned : 7-Oct-21
Date computed : 19-Oct-21

1.) 13th MONTH PAY		5,994.58
a.) Base pay	5,994.58	
b.) NTA	-	
2.) VL CONVERSION PAY		175.04
3.) TAX REFUND		-
4.) RETIREMENT PAY		-
5.) HOLD SALARY & ADJ. (1)		
HOLDPAY - OCTOBER 15, 2021		3,776.22
-		-
-		-
-		-
-		-
-		-
-		-
TOTAL		9,945.84
6.) LESS: LOANS & DEDUCTIONS (2)		
PHILCARE BAL		(3,847.50)
-		-
-		-
-		-
-		-
-		-
-		-
		(3,847.50)

NET PAY **6,098.34**

Prepared by:


GERALDINE D. LOPEZ

PAYROLL ASSISTANT/OFFICER

10/19/2021

DATE

Reviewed by:


GODFREY O. CHALUYON

PAYROLL SUPERVISOR

10-19-2021

DATE

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

Conforme:

QUEENCHY JANE MENDEZ

SIGNATURE OF SEPARATED EMPLOYEE

DATE



EMPLOYEE CLEARANCE FORM

PALAWAN GLOBAL BUSINESS VENTURES, INC.
Date: 10/19/2021

NAME OF EMPLOYEE: **QUEENCHY JANE MENDEZ**EMP. ID NO: **80117**DATE HIRED: **2019-11-18**POSITION TITLE: **CASHIER**

EMP. STATUS:

REGULARCOMPANY NAME: **PALAWAN GLOBAL BUSINESS VENTURES, INC.**

DESIGNATION:

UNIT ASSIGNMENT: **ACCOUNTING**

SHARED SERVICES:

REASON:

EFFECTIVITY DATE:

2021-10-07

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE					
ACCOUNTABILITY AREAS	CLEARANCE OFFICERS		DATE		REMARKS
	OFFICER NAME	STATUS	RECEIVED DATE	DATE SIGNED	
1 SALES					
1.1 Retail Sales	COLARINA, DENISE GEM	Signed & Cleared	2021-10-06	2021-10-07	
1.2 Pre-Owned		-	2021-10-06		
1.3 In-House/PSR		-	2021-10-06		
1.4 Fleet/Accounts		-	2021-10-06		
1.5 Financing/Insurance	PINAT, PEPITO	Signed & Cleared	2021-10-06	2021-10-06	
2 AFTER SALES					
2.1 Service	QUIMAY, CARMi	Signed & Cleared	2021-10-06	2021-10-07	
2.2 Body and Paint		-	2021-10-06		
2.3 Parts/Accessories	LAGRADA, PRINCESS MAE	Signed & Cleared	2021-10-06	2021-10-07	
3 TECHNICAL OPERATION					
3.1 TECHNICAL OPERATION		-	2021-10-06		
4 CUSTOMER RELATIONS					
4.1 CUSTOMER RELATIONS	QUIMAY, CARMi	Signed & Cleared	2021-10-06	2021-10-07	
5 MARKETING					
5.1 MARKETING	COLARINA, DENISE GEM	Signed & Cleared	2021-10-06	2021-10-07	
6 I.T					
6.1 I.T Department	CUYA, RICKY	Signed & Cleared	2021-10-06	2021-10-08	
7 ADMIN - PROPERTY					
7.1 ADMIN - PROPERTY	CUYA, RICKY	Signed & Cleared	2021-10-06	2021-10-08	
8 COOPERATIVE					
8.1 COOPERATIVE		-	2021-10-06		
9 CANTEEN					
9.1 CANTEEN		-	2021-10-06		
10 UNIT ASSIGNMENT					
10.1 UNIT ASSIGNMENT	COLARINA, DENISE GEM	Signed & Cleared	2021-10-06	2021-10-07	
11 FINANCE					
11.1 Accounting	DE MESA-BAACO, JIE ANN	Signed & Cleared	2021-10-06	2021-10-08	
11.2 Treasury/Billing		-	2021-10-06		
11.3 Credit & Collection	PINAT, PEPITO	Signed & Cleared	2021-10-06	2021-10-06	
12 HUMAN RESOURCE					
12.1 Human Resource	CUYA, RICKY	Signed & Cleared	2021-10-06	2021-10-11	
13 CORPLAN					
13.1 CORPLAN		-	2021-10-06		

10/19/21, 11:53 AM

ORGANIZATIONAL UNIT/DEALERSHIP/COMPANY CLEARANCE

14	AUDIT	-	2021-10-06		
14.1	AUDIT				
15	MIS	-	2021-10-06		
15.1	I.T Department HO	-	2021-10-06		
15.2	DMS	-	2021-10-06		
15.3	Database				
16	PROCUREMENT	-	2021-10-06		
16.1	PROCUREMENT				
17	ADMIN - PROPERTY	-	2021-10-06		
17.1	ADMIN - PROPERTY				
18	LEGAL	-	2021-10-06		
18.1	LEGAL				
19	POD	-	2021-10-06		
19.1	POD				
20	COOPERATIVE	-	2021-10-06		
20.1	COOPERATIVE				
21	CANTEEN	-	2021-10-06		
21.1	CANTEEN				
22	UNIT ASSIGNMENT	-			
22.1	UNIT ASSIGNMENT				
23	FINANCE	-	2021-10-06		
23.1	Treasury	-	2021-10-06		
23.2	Accounting	-	2021-10-06		
23.3	Credit/Billing and Collection	-	2021-10-06		
23.4	Payroll Department				
24	HUMAN RESOURCE	-	2021-10-06		
24.1	Human Resource	-	2021-10-06		
24.2	PMS Section				

RECOMMENDED FOR CLEARANCE

This is to recommend the approval of clearance of **QUEENCHY JANE MENDEZ** having complied with all clearance requirements.

MELY FEDERICO
Accounting Supervisor

2021-10-11 10:29:04
DATE ENDORSED

RICKY CUYA
HR Supervisor

2021-10-11 10:29:01
DATE ENDORSED

APPROVED FOR CLEARANCE

This is to certify that **QUEENCHY JANE MENDEZ** is cleared of all accountabilities with _____ under the AUTOHUB Group

ALEXANDER GINEZ
Branch Head

2021-10-19 11:15:19
DATE APPROVED

DATE APPROVED

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

VACATION LEAVE LEDGER

D. OFFICER

1777 N. HIGHWAY 40, BUNING, VICTORIA, 3100

NAME

1777 N. HIGHWAY 40

POSTAL CODE

3100

POSITION

OFFICER

RANK/LEVEL

RANK/LEVEL

PROMOTION

PROMOTION

PERIOD	AVAILMENT PERIOD	CREDITS	USED	BALANCE
11/18/2019 to 12/31/2019	2019	0.43	0	0.43
01/01/2020 to 12/31/2020	2020	5	1.5	3.5
01/01/2021 to 10/06/2021	2021	4.2	4	0.2
				0
				0
				0
				0
				0
				0
				0
				0

CONVERTIBLE TO CASH

4.13

Prepared by:

DINAH ROSE AQUINO

Date: 10/19/2021

Approved by:

ALEXANDER GINEZ/RICKY O. CUYA

Date: 10/19/2021