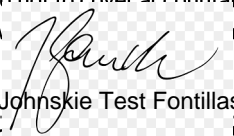




Unit 1407 Meridian Bldg. Golam drive, Kasambagan  
Cebu City, 6000  
Cel. No. (+63) 9998819731

EXIT CLEARANCE FORM					
Last Name: Fontillas		First Name: Johnskie		Middle Name: Test	
Designation: Test		Emp. No.: P-008		Test	
Email Address: johnskie.fontillas@gmail.com		Contact No.: 09275669305		Department / Section	
				Office / Branch / Site	
Date Hired: 2025-06-24		Date Separated: 2025-06-27			
Reason for Separation:			Employment Status:		
<input type="checkbox"/> Voluntary Resignation			<input type="checkbox"/> Transfer of Branch (lateral)		
<input checked="" type="checkbox"/> End of Probationary Employment			<input type="checkbox"/> Work Abandonment		
<input type="checkbox"/> Redundancy			<input type="checkbox"/> Discontinuance		
<input type="checkbox"/> Promotion			<input type="checkbox"/> Termination For Cause		
<input type="checkbox"/> Others:			<input type="checkbox"/> Consultancy		
			<input type="checkbox"/> Regular		
			<input type="checkbox"/> Contractual		
			<input checked="" type="checkbox"/> Probationary		
			<input type="checkbox"/> Fixed-Term		
			<input type="checkbox"/> Project Employee		
Items For Endorsement		Status		Amount	
Company Lanyard				Cleared By	
Company ID				Manager / In-Charge	
Company Access Cards				Signature	
				Date	
Client Specifics:					
Slack				JOHN KARL ATAMOSA	
Distribution List				JOHN KARL ATAMOSA	
Devices (Headsets/Laptops/Mobile Phones etc.)				JOHN KARL ATAMOSA	
Salary Advancement/Loans				STEPHANIE YBAÑEZ	
Note: *Indicate Not Applicable "N/A", as appropriate.			Noted by:		
			CLADITH MALAZARTE		
			HR Manager		
*Synopsis attached, for computation details of gross final pay, total accountabilities and net final pay. In lieu of a missed Identification card please submit an affidavit of loss.			Approved by:		
			MICHELLE ANN OSORIO		
			Chief Executive Officer		
Additional Notes: N/A					

This clearance is understood not to cover accountabilities discovered in the future, after verification of customer records, etc.  
I will settle accountabilities within 30 days or as the day of my last employment.

  
Johnskie Test Fontillas  
Employee Signature Over Printed Name

6/24/2025  
Date