



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

EXIT CLEARANCE FORM					
<b>Last Name:</b>		<b>First Name:</b>		<b>Middle Name:</b>	
<b>Designation:</b>		<b>Emp. No.:</b>		<b>Department / Section</b>	
<b>Email Address:</b>		<b>Contact No.:</b>		<b>Date Hired:</b>	
<b>Reason for Separation:</b>				<b>Employment Status:</b>	
<input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> End of Probationary Employment <input type="checkbox"/> Redundancy <input type="checkbox"/> Promotion <input type="checkbox"/> Others:				<input type="checkbox"/> Consultancy <input type="checkbox"/> Contractual <input type="checkbox"/> Fixed-Term	
<input type="checkbox"/> Transfer of Branch (lateral) <input type="checkbox"/> Work Abandonment <input type="checkbox"/> Discountinuanace <input type="checkbox"/> Termination For Cause				<input type="checkbox"/> Regular <input type="checkbox"/> Provationary <input type="checkbox"/> Project Employee	
<b>Items For Endorsement</b>				<b>CLEARED BY</b>	
	<b>Status</b>	<b>Amount</b>	<b>Manager / In-Charge</b>	<b>Signature</b>	<b>Date</b>
Company Lanyard			JOHN KARL ATAMOSA		
Company ID			JOHN KARL ATAMOSA		
Company Access Cards			JOHN KARL ATAMOSA		
<b>Client Specifics:</b>					
Slack			JOHN KARL ATAMOSA		
Distribution List			JOHN KARL ATAMOSA		
Devices (Headsets/Laptops/Mobile Phones etc.)			JOHN KARL ATAMOSA		
Salary Advancement/Loans			STEPHANIE YBAÑEZ		
<b>Note:</b> *Indicate Not Applicable "N/A", as appropriate.  *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.			<b>Noted by:</b>  CLADITH MALAZARTE HR Manager		
			<b>Approved by:</b>  MICHELLE ANN OSORIO Chief Executive Officer		
<b>Additional Notes:</b>					

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

\_\_\_\_\_  
**Employee's Signature Over Printed Name**

\_\_\_\_\_  
**Date**