



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: Ayuban	
Designation: Team Lead		Emp. No.: P-008		IT	
Email Address: johnskie.fontillas@gmail.com		Contact No.: 09275669305		Cebu	
Reason for Separation:		Employment Status:		Department / Section	
<input type="checkbox"/> Voluntary Resignation		<input type="checkbox"/> Transfer of Branch (lateral)		Office / Branch / Site	
<input checked="" type="checkbox"/> End of Probationary Employment		<input type="checkbox"/> Work Abandonment		Date Hired: 2025-06-03	
<input type="checkbox"/> Redundancy		<input type="checkbox"/> Discontinuance		Date Separated: 2025-06-12	
<input type="checkbox"/> Promotion		<input type="checkbox"/> Termination For Cause		Employment Status:	
<input type="checkbox"/> Others:				<input type="checkbox"/> Consultancy	
				<input checked="" type="checkbox"/> Contractual	
				<input type="checkbox"/> Fixed-Term	
				<input type="checkbox"/> Regular	
				<input type="checkbox"/> Probationary	
				<input type="checkbox"/> Project Employee	
Items For Endorsement		Status		Amount	
Company Lanyard				Cleared By	
Company ID				Manager / In-Charge	
Company Access Cards				Signature	
Client Specifics:				Date	
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:	
*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.				CLADITH MALAZARTE HR Manager	
				Approved by:	
				MICHELLE ANN OSORIO Chief Executive Officer	
Additional Notes: fd					

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.


Johnskie Ayuban Fontillas
Employee's Signature Over Printed Name

6/13/2025
Date