

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

Designation: Emp. No.: Determent / Section Office / Branch /: Emplos: Contact No.: Date Hired: Date Separated:	Last Name: First I	lama		Middle Name:			
Reason for Separation:					Demontresent / Coation	Office / Bronch	. / 6:4-
Reason for Separation: Voluntary Resignation Transfer of Branch (lateral) Consultancy Regular Redundancy Discountinuance Contractual Provationary Promotion Termination For Cause Fixed-Term Project Employment Others: CLEARED BY Items For Endorsement Status Amount Manager / In-Charge Signature Company Lanyard JOHN KARL ATAMOSA Company ID JOHN KARL ATAMOSA Company Access Cards JOHN KARL ATAMOSA Client Specifics: Slack JOHN KARL ATAMOSA Distribution List JOHN KARL ATAMOSA Distribution List JOHN KARL ATAMOSA Salary Advancement/Loans STEPHANIE YBAÑEZ Note: *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. MICHELLE ANN OSORIO Chief Executive Officer Change Separation Consultancy Regular Consultancy Regular Consultancy Regular Consultancy Regular Consultancy Provationary Provationary Provationary Provationary Provationary Dohn KARL ATAMOSA JOHN KARL ATAMOSA Distribution List JOHN KARL ATAMOSA Stephanie Yamana CLEARED BY CLEARED BY Signature Provationary Provationary Provationary Dohn KARL ATAMOSA JOHN KARL ATAMOSA Distribution List Dohn KARL ATAMOSA Dohn KARL ATAMOSA							
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submit an affidavit of loss. MICHELLE ANN OSORIO Chief Executive Officer	*Synopsis attached, for co	mputatio	n details of gross	final pay, total			
Chief Executive Officer			lieu of a missed lo	dentification card please	Approved by:		
	submit an affidavit of loss.				MICHELLE ANN OSORIO		
Additional Notes:					Chief Exe	cutive Officer	
Additional Notes:							
	Additional Notes:						

Date

Employee's Signature Over Printed Name