



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

EXIT CLEARANCE FORM

NAME Last: Buenviaje First: Rosan Middle: Mahinay			Department / Section: YouTrip		Office / Branch / Site
Designation: KYC Associate		Emp. No.:	Date Hired: Nov 20, 2023	Date Separated: Feb 14, 2025	
Reason for Separation: <input checked="" type="checkbox"/> Voluntary Resignation <input type="checkbox"/> End of Probationary Employment <input type="checkbox"/> Redundancy <input type="checkbox"/> Promotion <input type="checkbox"/> Others: _____			Employment Status: <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"/> Discontinuance <input type="checkbox"/> Termination For Cause			<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Probationary <input type="checkbox"/> Project Employee		
Items for Endorsement			CLEARED BY		
	Status	Amount	Manager / In-Charge	Signature	Date
Company Lanyard	N/A	PHP 500.00	KARL ATAMOSA		
Company ID	N/A	PHP 500.00	KARL ATAMOSA		
Company Access Cards	N/A	PHP 5,000.00	KARL ATAMOSA		
Client Specifics:					
Domain Login / Slack / Distro / Headsets/Laptops/Mobile Phones etc.			KARL ATAMOSA		
Extension in PBX	N/A		KARL ATAMOSA		
Agent and User Credential in Loway	N/A		KARL ATAMOSA		
Kayako	N/A		KARL ATAMOSA		
Extranet User	N/A		KARL ATAMOSA		
Salary Advancement/Loans	N/A		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.			Noted by: CLADITH MALAZARTE HR Manager		
			Approved by: MICHELLE ANN OSORIO Chief Executive Officer		
Additional Notes:					

*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.*


 Rosan Buenviaje
 Employee's Signature Over Printed Name

Apr 15, 2025

Date