



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

EXIT CLEARANCE FORM						
Last Name:		First Name:		Middle Name:		
Designation:		Emp. No.:		Department / Section		
Email Address:		Contact No.:		Date Hired:		
Reason for Separation: <input 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"/> Discountinuanace <input type="checkbox"/> Termination For Cause				<input type="checkbox"/> Regular <input type="checkbox"/> Provationary <input type="checkbox"/> Project Employee		
Items For Endorsement		CLEARED BY				
		Status	Amount	Manager / In-Charge	Signature	Date
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		
Devices (Headsets/Laptops/Mobile Phones etc.)				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.				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.

Employee's Signature Over Printed Name

Date