

February 21, 2020

Attention : Mr. Young Jin Kang
Egate Inc.
President

Dear Sir,

It is with great regret that I must give notice of my irrevocable resignation, effective immediately. I apologize for not being able to give you more notice, and I humbly ask that you accept my resignation from the position of Sales and Admin Officer this day, February 21, 2020.

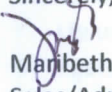
Please be assured that all records and filings are current and up-to-date. I am confident that thru your system that any replacement you hire will be able to pick up where I left off without too much difficulty. Your training site will be their guide since it is also the actual entries we are currently doing.

At the same time all issued unit will be surrendered right away in your office.

Attached is the list of endorsement details and guideline.

Thank you for everything.

Sincerely,


Maribeth M. Paredes
Sales/Admin Officer

Received By:

Printed Name and Signature / Date

1. Credentials Guides for the Admin Functions (<http://uplusrms.peza.com.ph/tasks>)

Not secure | uplusrms.peza.com.ph/tasks/index/all

Completed <input type="checkbox"/> UnCompleted <input type="checkbox"/> Regular Task <input type="checkbox"/>											
100 records per page											
T.C.	Task process	Title	Department	Category	Assigned To	Start Date	Due Date	Status	Comments	Attachments	Actions
		Credentialed	Admin - Accounting	Admin		2020-02-19	2020-02-19	<input checked="" type="checkbox"/>			<input type="checkbox"/>
		Credentialed	Admin - Accounting	Admin		2020-02-19	2020-02-19	<input checked="" type="checkbox"/>			<input type="checkbox"/>
		Training Dis for Non-Employees	Admin - Accounting	Admin	Manoel M. Pariser	2020-02-19	2020-02-19	<input checked="" type="checkbox"/>			<input type="checkbox"/>
		Inventory Dis	Admin - Accounting	Inventory Ware	Manoel M. Pariser	2020-02-19	2020-02-19	<input checked="" type="checkbox"/>			<input type="checkbox"/>
		Empanel Online Shop	Admin - Accounting	Admin	Manoel M. Pariser	2020-02-19	2020-02-19	<input checked="" type="checkbox"/>			<input type="checkbox"/>
		Outlook Credentials	IT Department	Admin	Manoel M. Pariser	2020-02-19	2020-02-19	<input checked="" type="checkbox"/>			<input type="checkbox"/>
		Company Vehicle	Admin - Accounting	Admin	Manoel M. Pariser	2020-02-19	2020-02-19	<input checked="" type="checkbox"/>			<input type="checkbox"/>
		Carajista Credentials	Admin - Accounting	Admin	Manoel M. Pariser	2020-02-19	2020-02-19	<input checked="" type="checkbox"/>			<input type="checkbox"/>
		Building Rental	Admin - Accounting	Admin	Manoel M. Pariser	2020-02-19	2020-02-19	<input checked="" type="checkbox"/>			<input type="checkbox"/>
		TELECOMUNICATIONS	Admin - Accounting	Admin	Manoel M. Pariser	2020-02-19	2020-02-19	<input checked="" type="checkbox"/>			<input type="checkbox"/>
		ELECTRICAL BILL	Admin - Accounting	Admin	Manoel M. Pariser	2020-02-19	2020-02-19	<input checked="" type="checkbox"/>			<input type="checkbox"/>

- For Sales and Marketing Function – you can refer to the Company System Software (egatesupport.com) and Quickbook Software
- Vios ZEC 517 – Endorse to Ruel Bautista
- Dickel Laptop (Blue)
- SSS Billing Letter for the year 2019
- Modory Duplicate Keys - endorse to Jonathan Borlongn
- Uplus Hardcopy Files located at Whse C
- Egate Hardcopy Files located at Unit I Office
- Petty Cash : Last Request is Php 12,856.82, Remaining Money Php 5,686.82

Vendor Information

Company Name: Petty Cash Request

Full Name:

Billed From: Petty Cash Request

NOTE

No note available

REPORTS FOR THIS VENDOR

QuickReport

Transactions	Contacts	To Do's	Notes	Sent Email
SHOW Bills				
DATE	DATE	DATE	DATE	DATE
02/21/2020	02/21/2020	02/21/2020	02/21/2020	02/21/2020
Bill 682	Ruel - CB to Laguna and Batan...	02/21/2020	1,700.00	1,700.00
Bill 681	Paul - Transportation and Meal...	02/21/2020	250.00	250.00
Bill 680	Memo/Katie (Going to Eastwes...	02/20/2020	40.00	40.00
Bill 679	payment for Mineral Water (3 R...	02/20/2020	60.00	60.00
Bill 678	Katie - Transportation Lazada ...	02/19/2020	20.00	20.00
Bill 677	Jonathan - Motorcycle Gasolin...	02/19/2020	300.00	300.00
Bill 676	Diane - Transportation Lazada ...	02/18/2020	20.00	20.00
Bill 675	Ivy - Shopee Payment HDMI to ...	02/18/2020	315.00	315.00
Bill 674	Jonathan - Purchase Rags	02/18/2020	50.00	50.00
Bill 673	Ivy - Shopee Payment Wireless...	02/18/2020	4,415.00	4,415.00
			7,170.00	7,170.00