

A. Employee Information *(to be filled up by employee concerned)*

Name of Employee: **Charybeth Dalisay**

Designation: **Call Center Associate**




Date of joining service: **August 16, 2021**

Date of leaving service: **April 12, 2024**

Status: **Regular**

Reason for leaving service: Personal Reason
B. No Objection *(to be filled up by authorities mentioned in the table below)*

The undersigned hereby confirms that the above employee has completed his/her handing-taking, and doesn't have any unsettled accountabilities in office as of April 12, 2024. *(If there is any, please mention in the remarks column).*

Concerned Authority	Accountability	Date	Signature	Remarks
Shiela Laine Cayas Team Leader				
Ocean Mark Temblique IT Manager	Assets: <input type="checkbox"/> Headset - PCT-08-TAMTECH <input type="checkbox"/> Desktop <input type="checkbox"/> Skype <input type="checkbox"/> Email <input type="checkbox"/> Locker <input type="checkbox"/> ATM Card <input type="checkbox"/> ID			- Forgot Password - Forgot Password
Kristine C. Tejida Human Resources Manager	<input checked="" type="checkbox"/> Resignation Letter <input checked="" type="checkbox"/> Employee Exit Interview	03-11-2024 04-12-2024		

Completed by:


Charybeth Dalisay
Employee

Approved by:


Kristine C. Tejida
Human Resources Manager