


**Tamaraw Technohub Inc.**  
**Employee Exit Form**
**A. Employee Information** (to be filled up by employee concerned)
Name of employee: **Nic Orlyn Mercado**

Designation:

Date of joining service: **August 11, 2021**Date of leaving service: **November 5, 2022**Reason for leaving service: Academic Purposes
**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-ta  
 unsettled accountabilities in office as of \_\_\_\_\_. (If there is any, please menti

Concerned Authority	Accountability	Date	Signature
Diana Lyn Lim Team Leader			
Ocean Mark Temblique IT Officer	<b>Assets:</b> <input checked="" type="checkbox"/> Headset <input checked="" type="checkbox"/> Desktop <input checked="" type="checkbox"/> Skype <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Locker <input checked="" type="checkbox"/> ATM Card <input checked="" type="checkbox"/> ID <i>nic: tamtech@gmail.com</i> <i>agent ID</i>	11/07/2022	<i>[Signature]</i>
Mybelle V. Del Mundo Human Resources Officer	_____ Resignation Letter		

Completed by:

*[Signature]*  
**Nic Orlyn G. Mercado**  
 Employee

Approved by:

**Mybelle V. Del Mundo**  
 Human Resources Officer