



Name: VENUS B. GABUCO Position: PURCHASING OFFICER
Property / SBU: Product Management Date Resigned:

To be routed by resigning employee per suggested order:

OFFICE	ACCOUNTABILITY	REMARKS	STATUS	NAME/SIGNATURE
Immediate Superior		should submit turnover list	Cleared	POLONAN, MARIA LEE
Immediate Superior				RECTO, ROWENIE
Department Head		none	Cleared	CHAVEZ, NELSON
Department Head				SUNIGA, MA. LOURDES
Department Head				ZAMORA, MELCHOR
Product Mgmt. Dept.		none	Cleared	ZAMORA, MELCHOR
Product Mgmt. Dept.				ZAMORA, MELCHOR
Product Mgmt. Dept.				ZAMORA, MELCHOR
ICT				QUIAMBAO, JORGE DAINE
Accounting		No accountability as per record	Cleared	FADEROGAO, FELIPE
Accounting				FADEROGAO, FELIPE
Accounting				FADEROGAO, FELIPE
Central Treasury / Payroll		No salary deductions transmitted to CT	Cleared	CARMEN, MA RITA
Central Treasury / Payroll				CARMEN, MA RITA
NFS				VELARDE, DIVINA
NFS				VELARDE, DIVINA
HRD				CHAVEZ, NELSON
HRD				CHAVEZ, NELSON

If it is determined that I am still accountable for money and /or property to the company either as principal or guarantor, I agree to settle obligations within a reasonable period of time or by deducting from whatever is still due if any

Employee's Signature / Date