



CLEARANCE CHECKLIST

This is to certify that **Jesthony B. Morales** has resigned from GOBEYONDSTUDIOS, INC. effective January 16, 2023. Kindly ensure that the employee is cleared from any and all accountability in your respective departments.

PIC	Department	Remarks	Signature	Date
Maria Margarita V. Geonzon	Production	<input type="checkbox"/> Grail Timesheet <input type="checkbox"/> Jira Timesheet <input type="checkbox"/> Project Deliverables		
Xian Rex R. Valencia	Technology			
Joseph Ma. T. Valdez	Technology			
Efren V. Talisic Jr.	Quality Assurance			
John Noel S. Martir	Design			
Mary Fraince E. Aterrado	HR and Admin	<input type="checkbox"/> Company ID <input type="checkbox"/> HMO Card <input type="checkbox"/> Laptop <input type="checkbox"/> Monitor <input type="checkbox"/> Mobile Device <input type="checkbox"/> Office Chair <input type="checkbox"/> Training Accountability		

Approved and Cleared By:

Melchor B. Jamero
Managing Director
Date: _____