



## Separation Clearance Form

Control No. \_\_\_\_\_

Employee Name		Date Hired	
Outlet		End Date	
Nature of Cessation of Employment	Resign ( ) End of Contract ( )	Terminate ( ) Others ( )	

Supermarket Management	Status
1.Documents, Logbooks, Files, Etc.	
2. Endorsement of duties and responsibilities	
3.List of Contact Persons	
4. Others	

Remarks: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_  
Signature over Printed NameHR Supervisor/Manager: \_\_\_\_\_  
Signature over Printed Name

HR Department	Status
1. ID card returned	
2..Resignation Letter	
3. Others	

Remarks: \_\_\_\_\_

HR Assistant: Mary Elizabeth Regencia  
Signature over Printed Name

Accounting Manager: Ma. Erwinda Villanueva

Please indicate if:

☐ For Renewal ☐ For Referral ☐ Not Recommended ☐ Others: \_\_\_\_\_

Remarks

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Employee's Signature over Printed Name

Company Representative

Original: Personnel/201 File  
Duplicate: Accounting

Sales Operations Dept.	Status
1.Reports, Documents, Logbooks, Etc.	
2. Outstanding loan balance	
3.Inventory loss Receivable	
4. Supplies, Equipment etc.	
5. Others	

Remarks: \_\_\_\_\_

HD Butcher: \_\_\_\_\_  
Signature over Printed NameOutlet Supervisor \_\_\_\_\_  
Signature over Printed Name

Finance Department	Status
1. Counter check accountabilities	
2. Insular Card	
3. Others	

Remarks: \_\_\_\_\_

Accountant: \_\_\_\_\_  
Signature over Printed Name

President Rex B. Liao