

OFFBOARDING SYSTEM

Automated Clearance Process

OVERVIEW



The Off-boarding System is...

- an online tool for processing clearance of employees separating from the company due to any of the following:
 1. Resignation
 2. Retirement
 3. Termination
- NOT a substitute for a one-on-one discussion for acceptance, approval and effectivity date of resignation letter.
- For resignations filed Dec. 16, 2019 onwards

ACCESS



OFF BOARDING

SIGN IN

Link to access clearance
and step-by-step
instructions:

<http://10.96.4.106/login>

REMINDERS




- Employees and their Immediate Superiors / Department Heads need to ensure resignation and its effectivity is final before approving in the system.
- Resignations can no longer be retracted once approved by the Immediate Superior / Department Head and clearance is sent out to the clearing departments.
- Upon approval of resignation, employees must proactively coordinate with the clearing departments to finalize and settle accountabilities.
- Clearing departments will simultaneously clear the employee and should not depend on the clearance of other departments.
- Clearing departments should complete the employee's clearance / accountability within 3 working days upon effectivity of resignation.

OFFBOARDING INITIATED BY EMPLOYEE

IF EMPLOYEE INITIATES OFFBOARDING IN THE SYSTEM


Step 1: Log in My Portal



[Login](#)
[Forgot Password](#)

Step 2: Click Clearance Tab

Hello R. CABATO!



INFORMATION TECH...
WEB APPLICATION SYST...


Heads Up!


Log Out !


Dashboard


Portal Links | Headlines | Bulletin | Polls | Events | **Clearance**


Search



LFUGGOC Website



HR ESS Web



CPU Ticketing Portal



Salesforce Portal



PLILI Mobilediser Portal



GPS Monitoring



Email Portal



Centralized Vehicle Portal



HR Portal



HR Support Group



Credit Limit Portal



IT SAP Ticketing Portal



Mancom Portal



IC Portal Local



IC Portal Offsite



ESOA Portal



QMD E-forms


QMD Centralize Portal


Truck Monitoring Portal

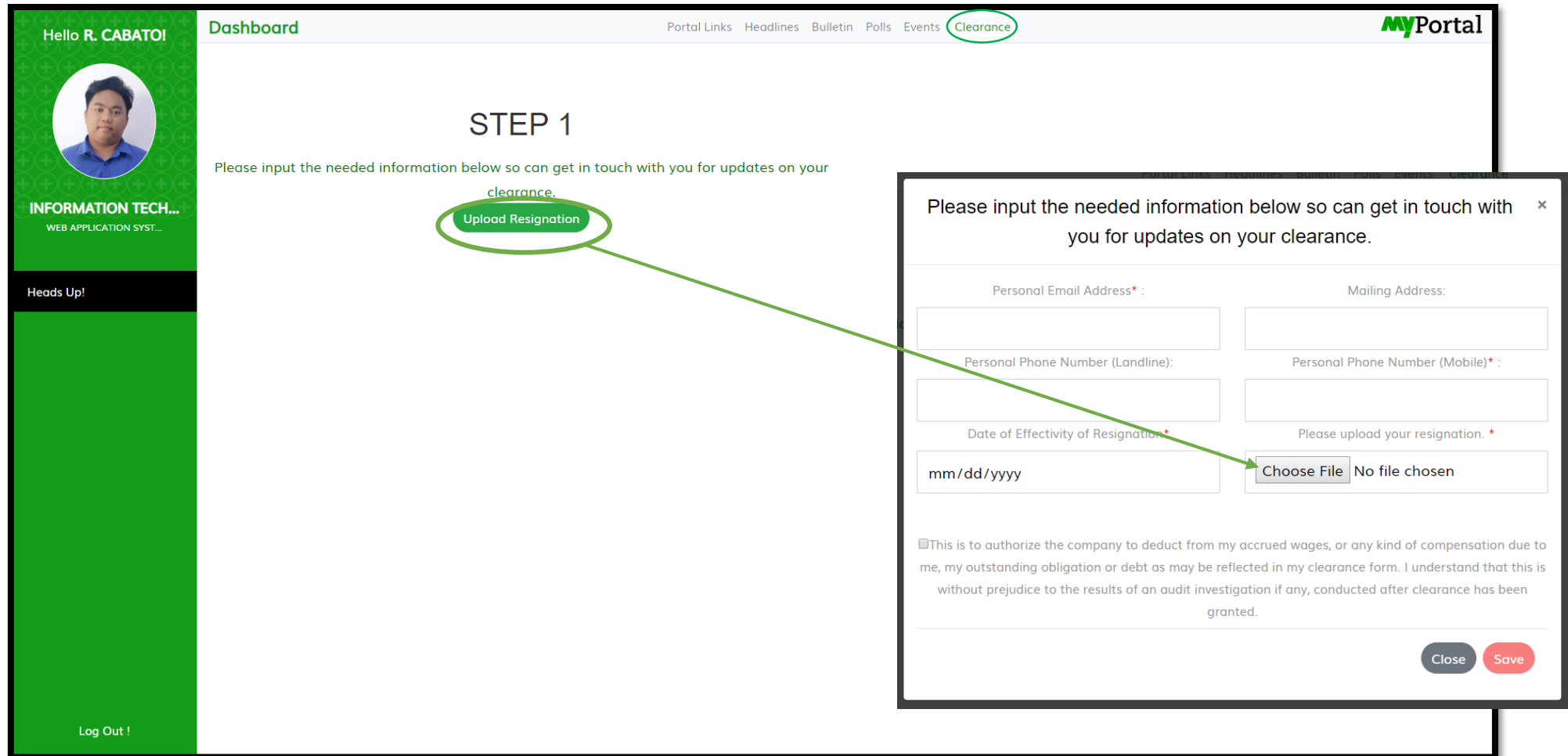

IT Technical Support Ticketing Portal


QUEUE Monitoring Bataan


QUEUE Monitoring Manila

IF EMPLOYEE INITIATES OFFBOARDING IN THE SYSTEM

Step 3: Upload resignation by clicking on “Choose File”




The screenshot displays the 'myPortal' dashboard for user R. CABATO. The 'Clearance' link in the top navigation bar is circled in green. The main content area shows 'STEP 1' with a message: 'Please input the needed information below so can get in touch with you for updates on your clearance.' Below this message, the 'Upload Resignation' button is circled in green. A green arrow points from this button to the 'Choose File' button in a form titled 'Please input the needed information below so can get in touch with you for updates on your clearance.' The form includes fields for Personal Email Address, Mailing Address, Personal Phone Number (Landline), Personal Phone Number (Mobile), and Date of Effectivity of Resignation. The 'Please upload your resignation' section contains a 'Choose File' button and a 'No file chosen' text. At the bottom of the form, there is a checkbox for authorization and 'Close' and 'Save' buttons.

Dashboard

Portal Links Headlines Bulletin Polls Events Clearance

myPortal

Hello R. CABATO!



INFORMATION TECH...
WEB APPLICATION SYST...

Heads Up!

Log Out !

STEP 1

Please input the needed information below so can get in touch with you for updates on your clearance.

Upload Resignation

Please input the needed information below so can get in touch with you for updates on your clearance.

Personal Email Address* : Mailing Address:

Personal Phone Number (Landline): Personal Phone Number (Mobile)* :

Date of Effectivity of Resignation* : Please upload your resignation. *

mm/dd/yyyy Choose File No file chosen

☐ This is to authorize the company to deduct from my accrued wages, or any kind of compensation due to me, my outstanding obligation or debt as may be reflected in my clearance form. I understand that this is without prejudice to the results of an audit investigation if any, conducted after clearance has been granted.

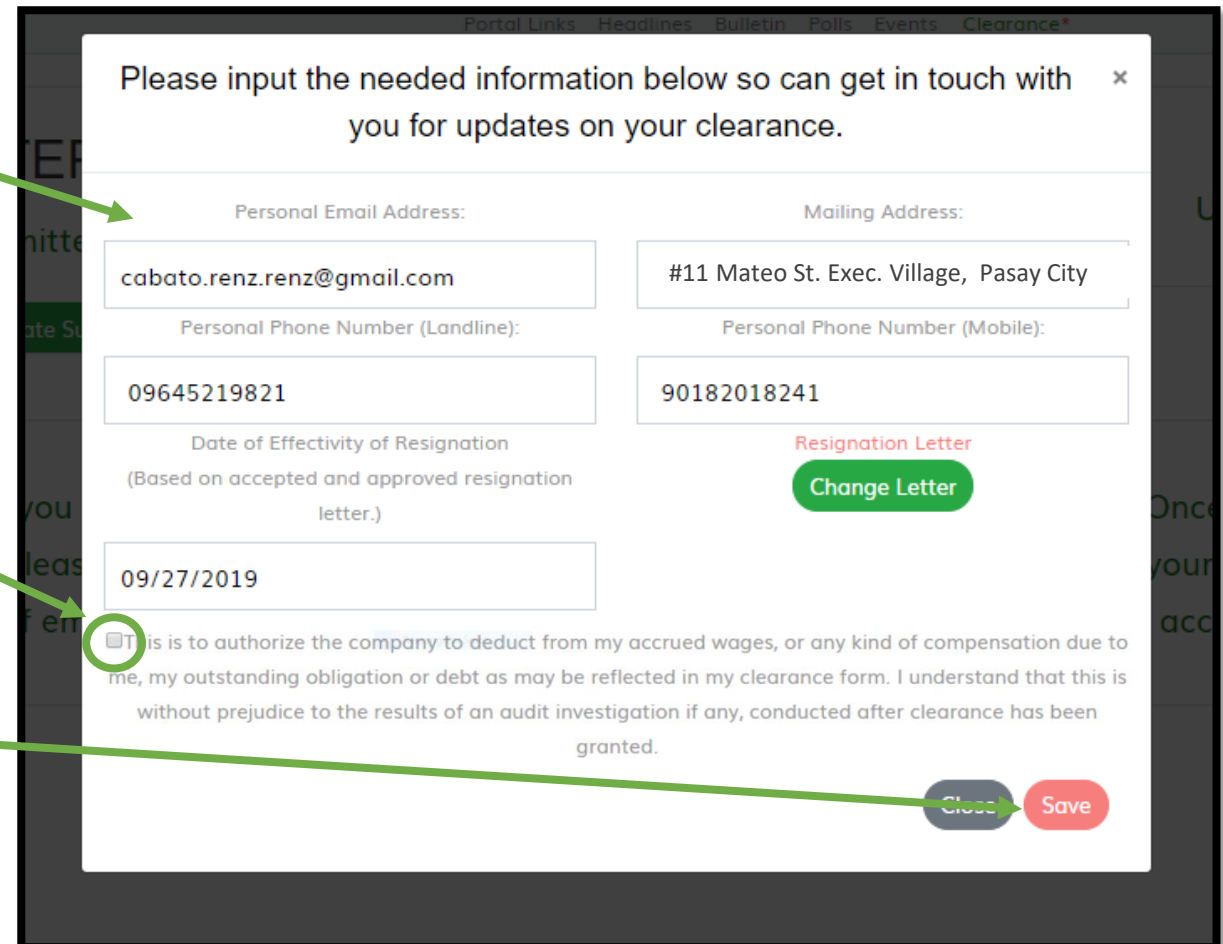
Close Save

IF EMPLOYEE INITIATES OFFBOARDING IN THE SYSTEM

Step 4 : Update personal information

Step 5: Click authorization

Step 6: Click Save



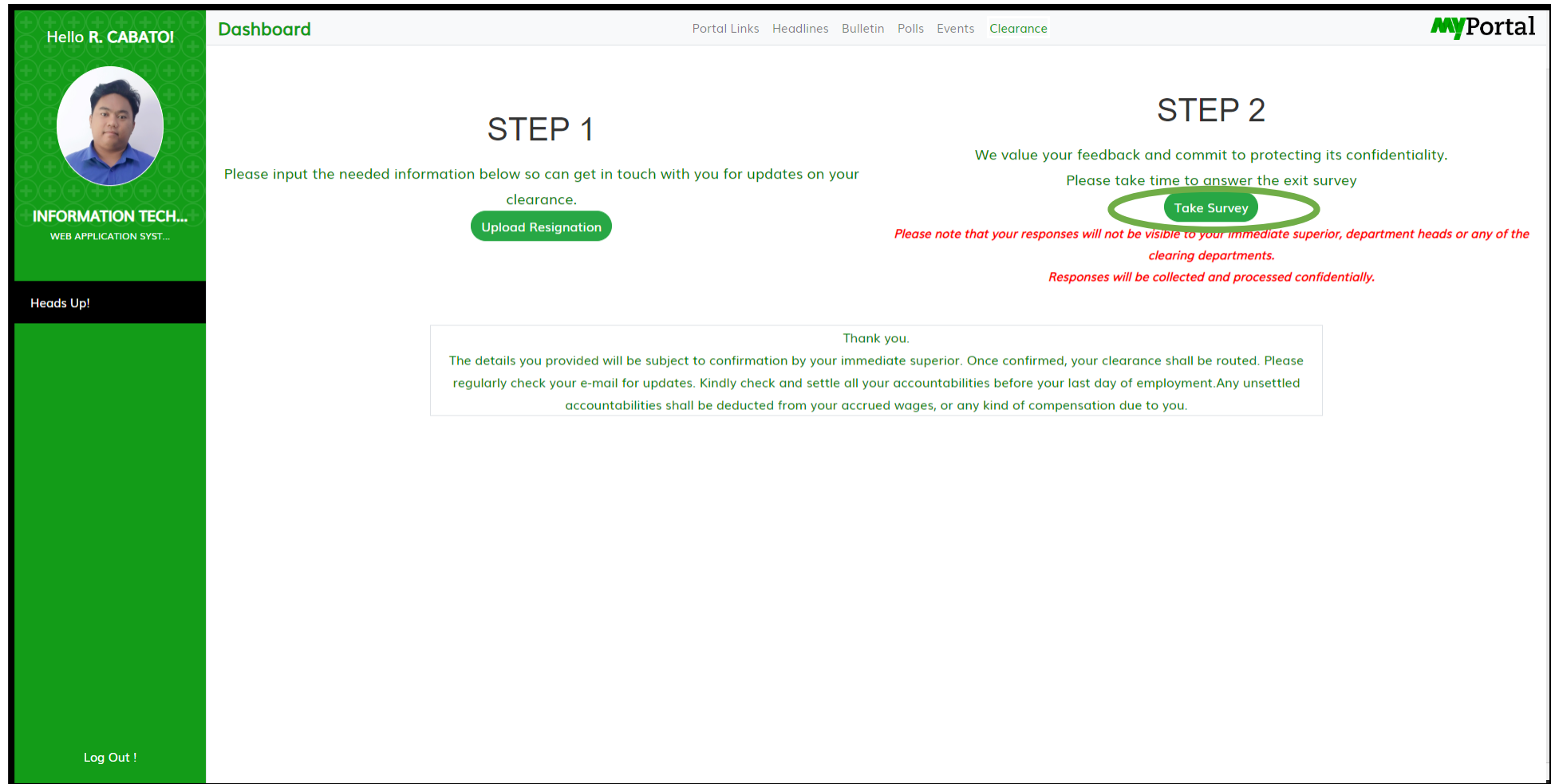
Portal Links Headlines Bulletin Polls Events Clearance*

Please input the needed information below so can get in touch with you for updates on your clearance. x

Personal Email Address:	Mailing Address:
<input type="text" value="cabato.renz.renz@gmail.com"/>	<input type="text" value="#11 Mateo St. Exec. Village, Pasay City"/>
Personal Phone Number (Landline):	Personal Phone Number (Mobile):
<input type="text" value="09645219821"/>	<input type="text" value="90182018241"/>
Date of Effectivity of Resignation (Based on accepted and approved resignation letter.)	Resignation Letter <input type="button" value="Change Letter"/>
<input type="text" value="09/27/2019"/>	

☒ This is to authorize the company to deduct from my accrued wages, or any kind of compensation due to me, my outstanding obligation or debt as may be reflected in my clearance form. I understand that this is without prejudice to the results of an audit investigation if any, conducted after clearance has been granted.

Green arrows from the steps point to: Step 4 points to the Personal Email Address field; Step 5 points to the authorization checkbox; Step 6 points to the Save button.



IF EMPLOYEE INITIATES OFFBOARDING IN THE SYSTEM

Step 8: An e-mail acknowledgment will be sent to the employee

We acknowledge receipt of your resignation letter.

The details you provided will be subject to confirmation by your immediate superior. Once confirmed, your resignation shall be processed. To facilitate your clearance, kindly check and settle your accountabilities, if there are any.

Please regularly check your e-mail for updates.

This is an auto generated email please do not reply

Thank you for using our application!

Regards,
My Portal

IF EMPLOYEE INITIATES OFFBOARDING IN THE SYSTEM

Step 9: An e-mail will be sent to the immediate superior informing of the resignation.

Dear IMMEDIATE SUPERIOR,

Your employee, RENZ CHRISTIAN CABATO , has tendered resignation effective September. 27, 2019. Kindly check the uploaded details to proceed with clearance processing.

(click button)

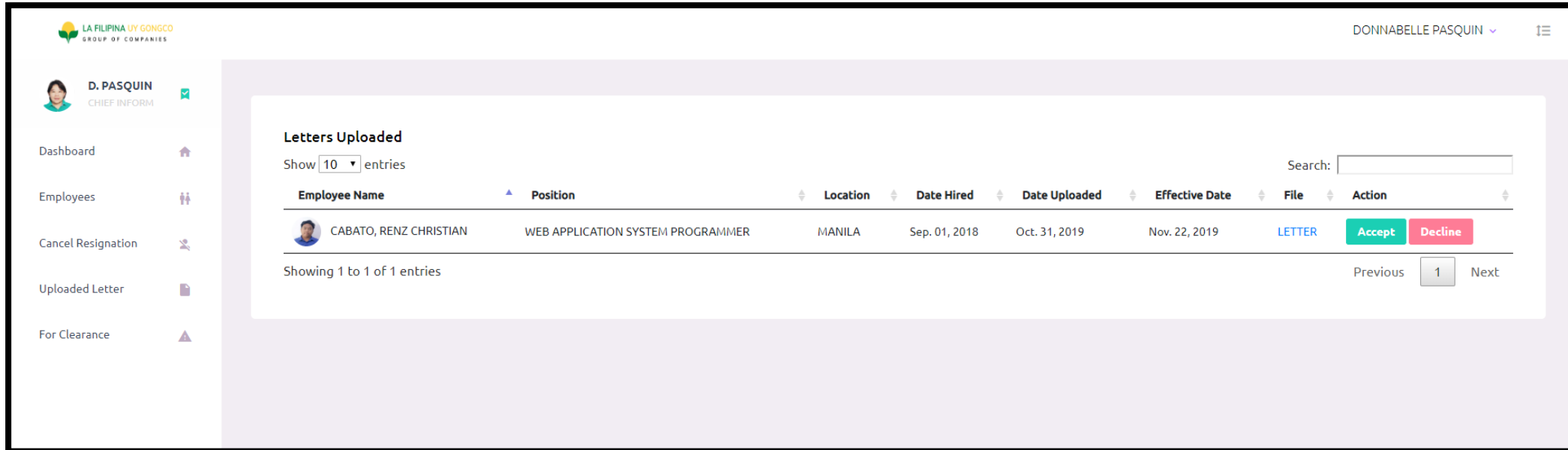
Thank you for using our application!

Regards,
My Portal

If you're having trouble clicking the "(click button)" button, copy and paste the URL below into your web browser: 10.96.4.66/offboarding/public/uploaded-letter

IF EMPLOYEE INITIATES OFFBOARDING IN THE SYSTEM

Step 10: Immediate superior to check details such as effectivity and attached letter and click on “Accept” to proceed with the resignation or “Decline” to hold off for further discussion.



LA FILIPINA UY GONGCO
GROUP OF COMPANIES

D. PASQUIN
CHIEF INFORM

Dashboard

Employees

Cancel Resignation


Uploaded Letter

For Clearance

Letters Uploaded

Show 10 entries

Search:

Employee Name	Position	Location	Date Hired	Date Uploaded	Effective Date	File	Action
 CABATO, RENZ CHRISTIAN	WEB APPLICATION SYSTEM PROGRAMMER	MANILA	Sep. 01, 2018	Oct. 31, 2019	Nov. 22, 2019	LETTER	<button>Accept</button> <button>Decline</button>

Showing 1 to 1 of 1 entries

Previous 1 Next

IF EMPLOYEE INITIATES OFFBOARDING IN THE SYSTEM

Step 8: Employee will receive an update via e-mail whether the immediate superior approved the resignation or further discussion between employee and immediate superior is needed.

Note that this is not a substitute for one-on-one discussion with the immediate superior and department head

ACCEPT

Dear RENZ CHRISTIAN CABATO,

Your resignation submitted Oct. 31, 2019 , effective Nov. 29, 2019 was approved by DONNABELLE PASQUIN. A copy of this notice shall be given to Human Resources for clearance preparation.

An e-mail indicating the next steps shall be sent to you shortly.

Please check the Offboarding System and your e-mail regularly for updates.

This is an auto generated email please do not reply

Thank you for using our application!

Regards,
Off Boarding

FOR FURTHER DISCUSSION

Dear RENZ CHRISTIAN CABATO,

For us to be able to proceed to the next steps, you need to discuss further your resignation submitted Oct. 31, 2019, effective Nov. 23, 2019 with your immediate superior and department head for clarification.

You may also approach Human Resources for any questions or concerns.

This is an auto generated email please do not reply

Thank you for using our application!

Regards,
Off Boarding

IF EMPLOYEE INITIATES OFFBOARDING IN THE SYSTEM

Step 9: If resignation is accepted, HR will also be notified to trigger clearance preparation.

Off Boarding

Dear Human Resources,

The resignation of Renz Cabato, WEB APPLICATION SYSTEM PROGRAMMER from the INFORMATION TECHNOLOGY Department of PHILIPPINE FOREMOST MILLING CORPORATION has been approved by Donnabelle Pasquin.

Please proceed with next steps of the clearance.

(click button)

This is an auto generated email please do not reply!

Thank you for using our application!

Regards,
Off Boarding

If you're having trouble clicking the "(click button)" button, copy and paste the URL below into your web browser: <http://localhost/offboarding/public/resigned-employee>

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LA FILIPINA UY GONGCO
GROUP OF COMPANIES

HR
WEB APPLICATION SYSTEM

Dashboard

Employees

Manage Accounts

Users

Cancel Resignation

Uploaded Letter

Resign Employee

For Clearance

Surveys

Survey Report

Clearance Report

Resigned Employee

Show 10 entries

Employee Name	Department	Position	Location	Date Hired	Date Uploaded	File	Remarks	Action
	HUMAN RESOURCES	ORGANIZATIONAL DEVELOPMENT OFFICER	MANILA	Apr. 16, 2019	Nov. 07, 2019	LETTER		<div>Proceed to Clearance</div>
	HUMAN RESOURCES	RECRUITMENT MANAGER	BGC TAGUIG	Nov. 16, 2017	Nov. 07, 2019	LETTER		<div>Proceed to Clearance</div>

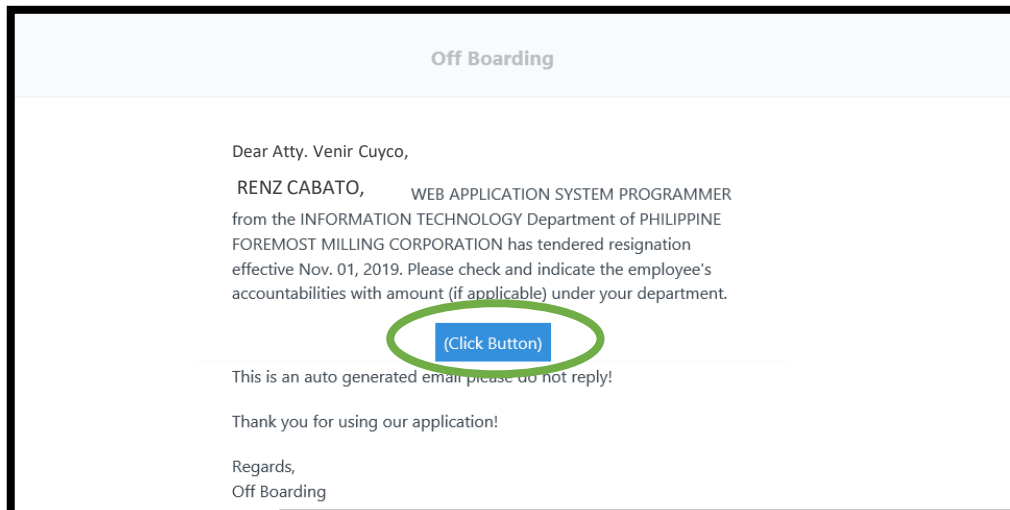
Showing 1 to 2 of 2 entries

Search:

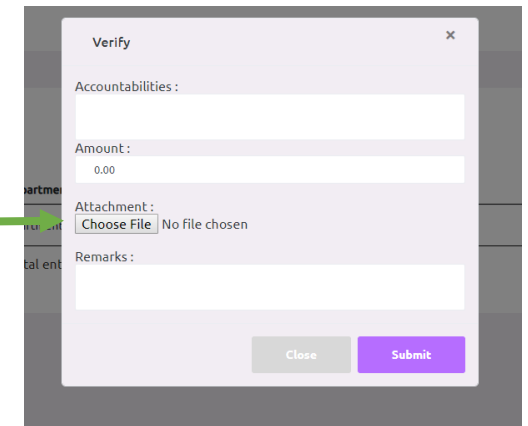
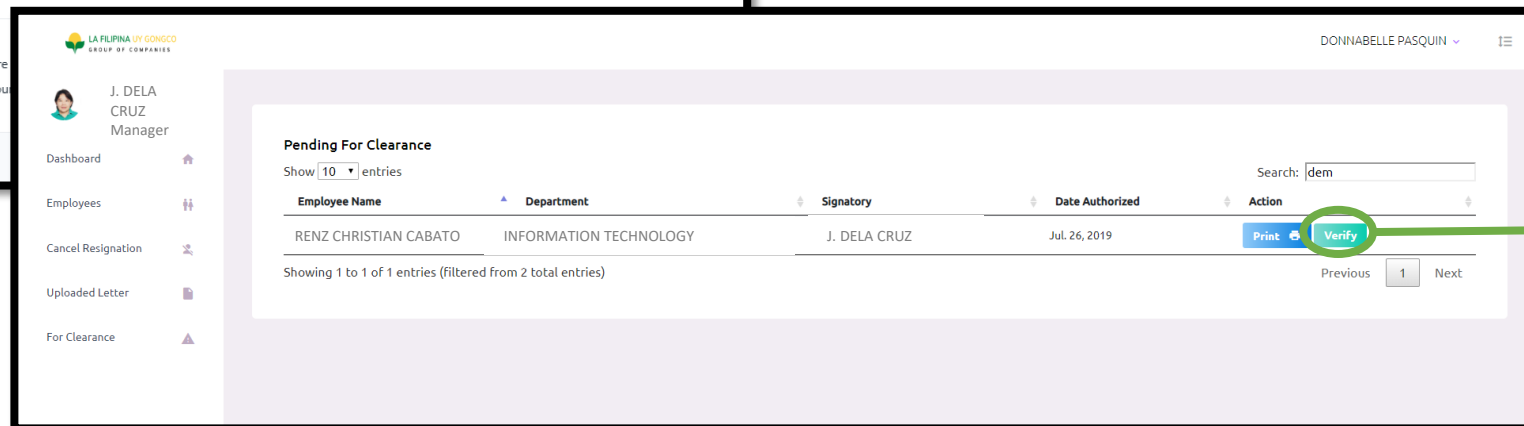
Previous 1 Next

IF EMPLOYEE INITIATES OFFBOARDING IN THE SYSTEM

Step 10: Clearing Departments will be notified input accountabilities and clear employee once settled. Employee will also be reminded via e-mail to settle accountabilities.



- Clearances should be completed within 3 days of the employee's last day of employment
- In case there are pending accountabilities, clearing departments may discuss / send via e-mail the list and amount directly to the employee as soon as notification is given that the employee will be separating from the company.
- Only final and unsettled accountabilities shall be encoded in the offboarding system and must be done within 3 days of the employee's effective date of separation



IF EMPLOYEE INITIATES OFFBOARDING IN THE SYSTEM

Step 11: All accountabilities will be reflected in the clearance form

Step 12: Based on the accountabilities on the clearance form, Payroll will process the final pay of the employee

	La Filipina Uy Gongco Group of Companies			
	Doc. No. LFHR – F – 020 Rev. No. 01		Effective date : May 16, 2014	
	CLEARANCE FORM			

This is to inform you that **RENZ CHRISTIAN CABATO** is separated from **PHILIPPINE FOREMOST MILLING CORPORATION / INFORMATION TECHNOLOGY** Department effective **Nov 01, 2019**. Please sign on the space provided below and indicate if subject employee has an outstanding obligation or accountability to settle with you.

DEPARTMENT	SIGNATORY	ACCOUNTABILITIES	AMOUNT	DATE VERIFIED
DEPARTMENT/DIVISION HEAD	KEHM CASULLA	No accountabilities	P 0.00	Oct. 07, 2019
CENTRAL PURCHASING UNIT	RSMICHAEL DECASTRO	No accountabilities	P 0.00	Oct. 08, 2019
INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	Laptop 1000 for Repair	P 1,000.00	Oct. 08, 2019
HUMAN RESOURCES	IRIS MAY CHAN	lost id	P 1,000.00	Oct. 07, 2019
ADMIN AND GENERAL SERVICES	FRANCIS ALBERT DELA CRUZ	Unreturned Cellphone Php 4,000	P 4,000.00	Oct. 07, 2019
FINANCE	CHERRYLENEJOY ADVINCULA	Cash Advance	P 2,500.00	Oct. 08, 2019
INTERNAL AUDIT	JONATHAN SALVACION	Payable	P 100,000.00	Oct. 08, 2019
LEGAL	KEVIN BITO	No accountabilities	P 0.00	Oct. 08, 2019
TOTAL AMOUNT OF MONETARY ACCOUNTABILITIES			P 108,500.00	

AUTHORIZATION:

This is to authorize the company to deduct from my accrued wages, or any kind of compensation due to me, my outstanding obligation or debt as may be reflected above. I understand that this is without prejudice to the results of an audit investigation if any, conducted after clearance has been granted.


RENZ CHRISTIAN CABATO
Employee

ACKNOWLEDGEMENT:

The employee concerned has paid the amount of P 108,500.00

Accounting Dept. Head

Head, Corporate Human Resources

**Signatories listed are for demo purposes only*

OFFBOARDING INITIATED BY IMMEDIATE SUPERIOR

IF IMMEDIATE SUPERIOR INITIATES OFFBOARDING IN THE SYSTEM

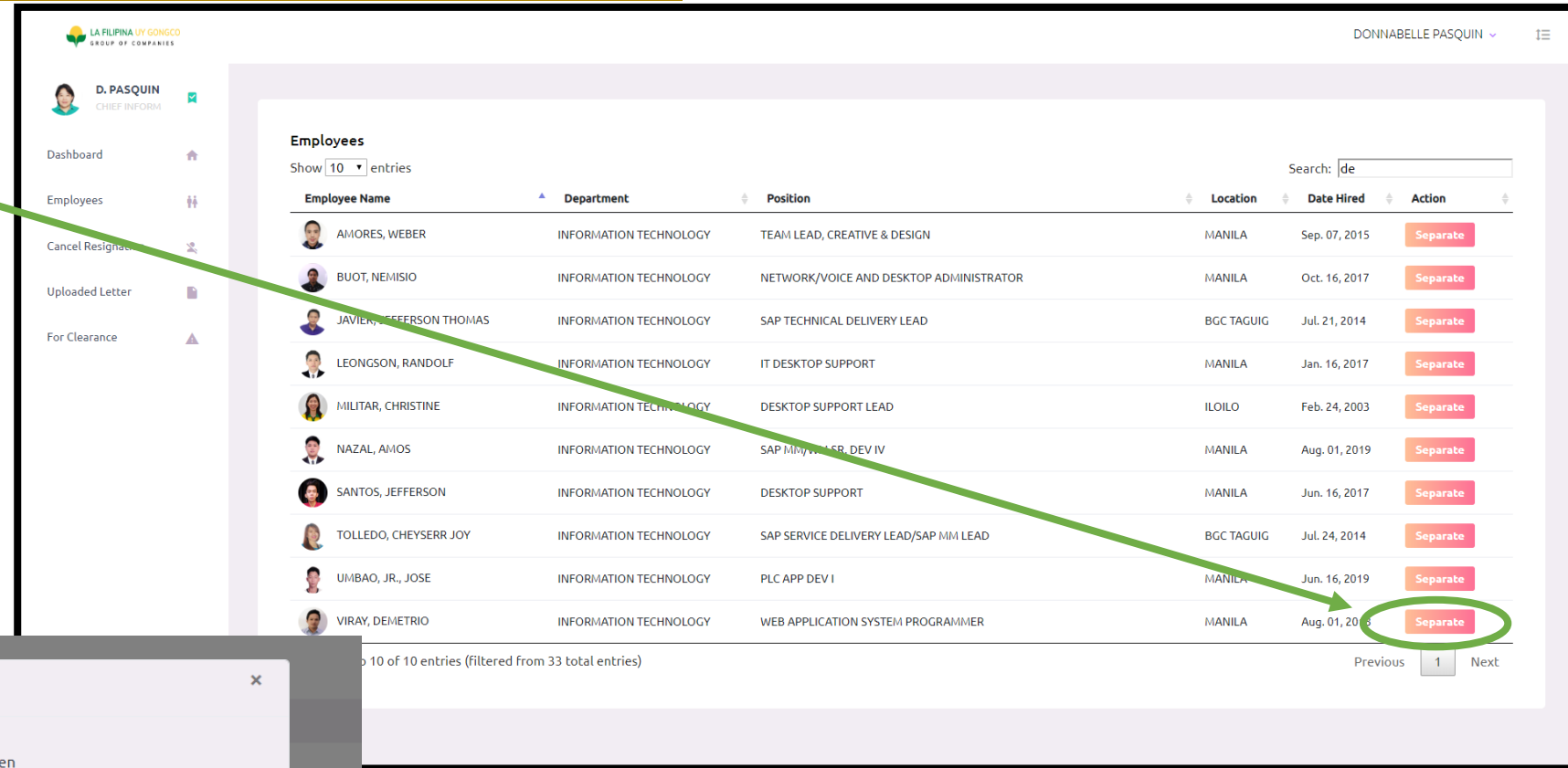
Step 1: Immediate superior to log into the system (<http://10.96.4.106/login>) and click on “Separate” button.

Step 2: Immediate superior to upload copy of the accepted and signed resignation letter

Step 3: Choose “Resign” from the drop-down box under Type portion

Step 4: Immediate superior to encode details as aligned with the signed and approved resignation letter

Step 5: Click “Submit”



The screenshot displays the LA FILIPINA UY GONGCO system interface. On the left is a sidebar with navigation options: Dashboard, Employees, Cancel Resignation, Uploaded Letter, and For Clearance. The main area shows an 'Employees' table with columns for Employee Name, Department, Position, Location, Date Hired, and Action. The 'Action' column contains 'Separate' buttons for each employee. A green arrow points from the 'Separate' button for Viray, Demetrio to the 'Upload Resignation' modal. The modal has a 'Document' section with a 'Choose File' button, a 'Type' dropdown set to 'Resign', an 'Effective Date' field, and a 'Remarks' text area. A green arrow points from the 'Submit' button in the modal to the 'Submit' button in the instructions.

Employee Name	Department	Position	Location	Date Hired	Action
AMORES, WEBER	INFORMATION TECHNOLOGY	TEAM LEAD, CREATIVE & DESIGN	MANILA	Sep. 07, 2015	Separate
BUOT, NEMISIO	INFORMATION TECHNOLOGY	NETWORK/VOICE AND DESKTOP ADMINISTRATOR	MANILA	Oct. 16, 2017	Separate
JAVIER, JEFFERSON THOMAS	INFORMATION TECHNOLOGY	SAP TECHNICAL DELIVERY LEAD	BGC TAGUIG	Jul. 21, 2014	Separate
LEONGSON, RANDOLF	INFORMATION TECHNOLOGY	IT DESKTOP SUPPORT	MANILA	Jan. 16, 2017	Separate
MILITAR, CHRISTINE	INFORMATION TECHNOLOGY	DESKTOP SUPPORT LEAD	ILOILO	Feb. 24, 2003	Separate
NAZAL, AMOS	INFORMATION TECHNOLOGY	SAP MM/PLM/MSR_DEV IV	MANILA	Aug. 01, 2019	Separate
SANTOS, JEFFERSON	INFORMATION TECHNOLOGY	DESKTOP SUPPORT	MANILA	Jun. 16, 2017	Separate
TOLLEDO, CHEYSERR JOY	INFORMATION TECHNOLOGY	SAP SERVICE DELIVERY LEAD/SAP MM LEAD	BGC TAGUIG	Jul. 24, 2014	Separate
UMBABO, JR., JOSE	INFORMATION TECHNOLOGY	PLC APP DEV I	MANILA	Jun. 16, 2019	Separate
VIRAY, DEMETRIO	INFORMATION TECHNOLOGY	WEB APPLICATION SYSTEM PROGRAMMER	MANILA	Aug. 01, 2019	Separate

IF IMMEDIATE SUPERIOR INITIATES OFFBOARDING IN THE SYSTEM

Step 6: Employee will receive an e-mail notification to start processing clearance

Dear DEMETRIO JR. III VIRAY,

DONNABELLE PASQUIN has uploaded your resignation letter with effectivity date of Nov. 27, 2019. You may now start processing your clearance by clicking on the link below. Please coordinate with the following departments regarding your accountabilities.

- DEPARTMENT HEAD
- DIVISION HEAD
- CENTRAL PURCHASING UNIT
- INFORMATION TECHNOLOGY
- HUMAN RESOURCES
- ADMIN AND GENERAL SERVICES
- FINANCE
- INTERNAL AUDIT
- LEGAL

These should be cleared and settled not later than your effectivity date. This also authorizes the company to deduct from your accrued wages, or any kind of compensation due to you, your unsettled or pending accountabilities. Please note that this is without prejudice to the results of an audit investigation if any, conducted after clearance has been granted.

Please click below to start your clearance process.



This is an auto generated email please do not reply.

Thank you for using our application

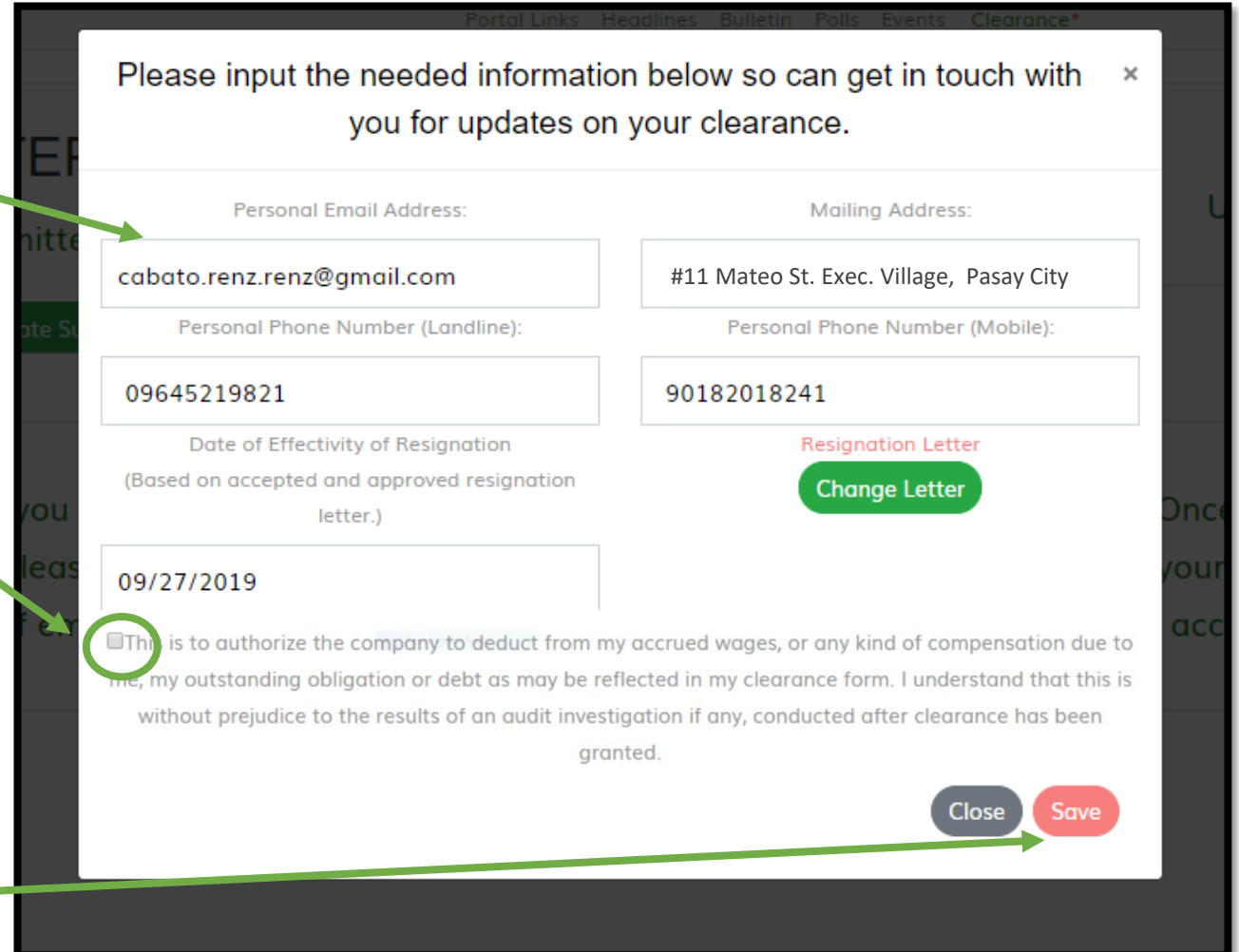
Regards,
Off Boarding

IF IMMEDIATE SUPERIOR INITIATES OFFBOARDING IN THE SYSTEM

Step 7: Employee will be directed to provide info. in the offboarding system

Step 8: Employee to click authorization.

Step 9: Click “Save”



Portal Links Headlines Bulletin Polls Events Clearance*


Please input the needed information below so can get in touch with you for updates on your clearance. ✕

Personal Email Address:	Mailing Address:
<input type="text" value="cabato.renz.renz@gmail.com"/>	<input type="text" value="#11 Mateo St. Exec. Village, Pasay City"/>
Personal Phone Number (Landline):	Personal Phone Number (Mobile):
<input type="text" value="09645219821"/>	<input type="text" value="90182018241"/>
Date of Effectivity of Resignation (Based on accepted and approved resignation letter.)	Resignation Letter <input type="button" value="Change Letter"/>
<input type="text" value="09/27/2019"/>	
<input type="checkbox"/> This is to authorize the company to deduct from my accrued wages, or any kind of compensation due to me, my outstanding obligation or debt as may be reflected in my clearance form. I understand that this is without prejudice to the results of an audit investigation if any, conducted after clearance has been granted.	
<input type="button" value="Close"/> <input type="button" value="Save"/>	

IF IMMEDIATE SUPERIOR INITIATES OFFBOARDING IN THE SYSTEM

Step 10: Employee to take exit survey

Hello R. CABATO!



INFORMATION TECH...
WEB APPLICATION SYST...

Heads Up!

Log Out !

Dashboard

Portal Links | Headlines | Bulletin | Polls | Events | Clearance

myPortal

STEP 1

Please input the needed information below so can get in touch with you for updates on your clearance.

Upload Resignation

STEP 2

We value your feedback and commit to protecting its confidentiality.
Please take time to answer the exit survey

Take Survey

Please note that your responses will not be visible to your immediate superior, department heads or any of the clearing departments.
Responses will be collected and processed confidentially.

Thank you.

The details you provided will be subject to confirmation by your immediate superior. Once confirmed, your clearance shall be routed. Please regularly check your e-mail for updates. Kindly check and settle all your accountabilities before your last day of employment. Any unsettled accountabilities shall be deducted from your accrued wages, or any kind of compensation due to you.

IF IMMEDIATE SUPERIOR INITIATES OFFBOARDING IN THE SYSTEM

Step 8: HR will also be notified to trigger clearance preparation. Succeeding steps for clearance are the same with employee-initiated offboarding.

Off Boarding

Dear Human Resources,

The resignation of Renz Cabato, WEB APPLICATION SYSTEM PROGRAMMER from the INFORMATION TECHNOLOGY Department of PHILIPPINE FOREMOST MILLING CORPORATION has been approved by Donnabelle Pasquin.

Please proceed with next steps of the clearance.

(click button)

This is an auto generated email please do not reply!

Thank you for using our application!

Regards,
Off Boarding

If you're having trouble clicking the "(click button)" button, copy and paste the URL below into your web browser: <http://localhost/offboarding/public/resigned-employee>

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LA FILIPINA UY GONGCO
GROUP OF COMPANIES

HR

WEB APPLICATION SYSTEM PROGRAMMER

Dashboard

Employees

Manage Accounts

Users

Cancel Resignation

Uploaded Letter

Resign Employee

For Clearance

Surveys

Survey Report

Clearance Report

RENZ CHRISTIAN CABATO

1

Resigned Employee

Show 10 entries

Employee Name	Department	Position	Location	Date Hired	Date Uploaded	File	Remarks	Action
	HUMAN RESOURCES	ORGANIZATIONAL DEVELOPMENT OFFICER	MANILA	Apr. 16, 2019	Nov. 07, 2019	LETTER		<div>Proceed to Clearance</div>
	HUMAN RESOURCES	RECRUITMENT MANAGER	BOC TAGUIG	Nov. 16, 2017	Nov. 07, 2019	LETTER		<div>Proceed to Clearance</div>

Showing 1 to 2 of 2 entries

Search:

Previous 1 Next

OFFBOARDING INITIATED BY HUMAN RESOURCES

For Termination, Redundancy, Retrenchment

IF HR INITIATES EMPLOYEE OFFBOARDING IN THE SYSTEM

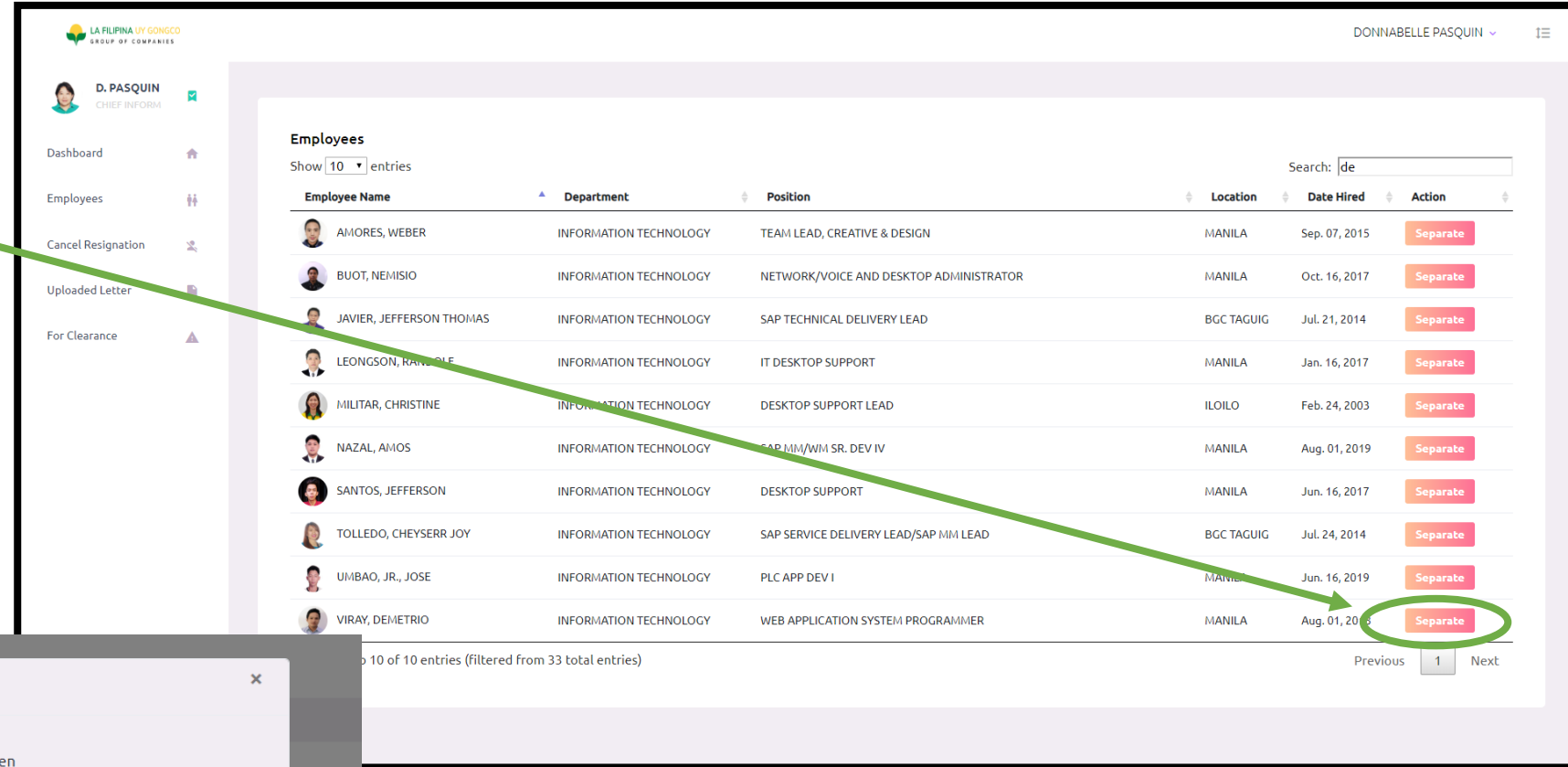
Step 1: HR to log into the system
(<http://10.96.4.106/login>)
and click on “Separate” button.

Step 2: HR to upload copy of any supporting document (e.g. notice of decision)

Step 3: Choose type of separation from the drop-down box under Type portion

Step 4: HR to encode details as aligned with the supporting doc.

Step 5: Click “Submit”



The screenshot displays the HR system interface. On the left is a sidebar with navigation links: Dashboard, Employees, Cancel Resignation, Uploaded Letter, and For Clearance. The main area shows an 'Employees' table with columns: Employee Name, Department, Position, Location, Date Hired, and Action. The table lists 10 employees, all in the 'INFORMATION TECHNOLOGY' department. The 'Action' column for each employee has a 'Separate' button. A green arrow points from the 'Separate' button for 'VIRAY, DEMETRIO' to the 'Upload Resignation' modal. The modal has a 'Document' section with a 'Choose File' button, a 'Type' dropdown menu set to 'Resign', an 'Effective Date' field, and a 'Remarks' text area. A green arrow points from the 'Submit' button in the modal to the 'Submit' button in the modal.


Employee Name	Department	Position	Location	Date Hired	Action
AMORES, WEBER	INFORMATION TECHNOLOGY	TEAM LEAD, CREATIVE & DESIGN	MANILA	Sep. 07, 2015	Separate
BUOT, NEMISIO	INFORMATION TECHNOLOGY	NETWORK/VOICE AND DESKTOP ADMINISTRATOR	MANILA	Oct. 16, 2017	Separate
JAVIER, JEFFERSON THOMAS	INFORMATION TECHNOLOGY	SAP TECHNICAL DELIVERY LEAD	BGC TAGUIG	Jul. 21, 2014	Separate
LEONGSON, RANZOLE	INFORMATION TECHNOLOGY	IT DESKTOP SUPPORT	MANILA	Jan. 16, 2017	Separate
MILITAR, CHRISTINE	INFORMATION TECHNOLOGY	DESKTOP SUPPORT LEAD	ILOILO	Feb. 24, 2003	Separate
NAZAL, AMOS	INFORMATION TECHNOLOGY	SAP MM/MM SR. DEV IV	MANILA	Aug. 01, 2019	Separate
SANTOS, JEFFERSON	INFORMATION TECHNOLOGY	DESKTOP SUPPORT	MANILA	Jun. 16, 2017	Separate
TOLLEDO, CHEYSERR JOY	INFORMATION TECHNOLOGY	SAP SERVICE DELIVERY LEAD/SAP MM LEAD	BGC TAGUIG	Jul. 24, 2014	Separate
UMBABO, JR., JOSE	INFORMATION TECHNOLOGY	PLC APP DEV I	MANILA	Jun. 16, 2019	Separate
VIRAY, DEMETRIO	INFORMATION TECHNOLOGY	WEB APPLICATION SYSTEM PROGRAMMER	MANILA	Aug. 01, 2019	Separate

IF HR INITIATES EMPLOYEE OFFBOARDING IN THE SYSTEM

Step 6: HR to proceed with preparation of accountability form

Step 7: Succeeding steps same with employee and immediate superior-initiated offboarding except that the accountability form is used in place of a clearance form

Step 8: Succeeding steps same with employee and immediate superior-initiated offboarding except that the accountability form is used in place of a clearance form

	La Filipina Uy Gongco Group of Companies			
	Doc. No. LFHR – F – 020 Rev. No. 01		Effective date : May 16, 2014	
	ACCOUNTABILITY FORM			

This is to inform you that **RENZ CHRISTIAN CABATO** is separated from **PHILIPPINE FOREMOST MILLING CORPORATION / INFORMATION TECHNOLOGY**, Department effective **Nov 01, 2019**. Please sign on the space provided below and indicate if subject employee has an outstanding obligation or accountability to settle with you.

DEPARTMENT	SIGNATORY	ACCOUNTABILITIES	AMOUNT	DATE VERIFIED
DEPARTMENT/DIVISION HEAD	KEHM CASULLA	No accountabilities	P 0.00	Oct. 07, 2019
CENTRAL PURCHASING UNIT	RSMICHAEL DECASTRO	No accountabilities	P 0.00	Oct. 08, 2019
INFORMATION TECHNOLOGY	RENZ CHRISTIAN CABATO	Laptop 1000 for Repair	P 1,000.00	Oct. 08, 2019
HUMAN RESOURCES	IRIS MAY CHAN	lost id	P 1,000.00	Oct. 07, 2019
ADMIN AND GENERAL SERVICES	FRANCIS ALBERT DELA CRUZ	Unreturned Cellphone Php 4,000	P 4,000.00	Oct. 07, 2019
FINANCE	CHERRYLENEJOY ADVINCULA	Cash Advance	P 2,500.00	Oct. 08, 2019
INTERNAL AUDIT	JONATHAN SALVACION	Payable	P 100,000.00	Oct. 08, 2019
LEGAL	KEVIN BITO	No accountabilities	P 0.00	Oct. 08, 2019
TOTAL AMOUNT OF MONETARY ACCOUNTABILITIES			P 108,500.00	

Note:

This accountability form is not intended to clear the terminated employee. It is used only for the purpose of identifying employee's accountabilities to the Company before his pay and other benefits he is legally entitled to can be released.

Head, Corporate Human Resources

**Signatories listed are for demo purposes only*

Thank you!
