

F2 LOGISTICS PHILIPPINES, INC.

ao 02012017

CLEARANCE FOR SEPARATION							
SURNAME:		GIVEN NAME:		M.I.:		EMP NO.:	
DESIGNATION:				DATE HIRED:			
DEPT/SBU				DATE SEPARATED:			
REASON FOR THIS CLEARANCE							
<input type="checkbox"/> Resignation		<input type="checkbox"/> Contract Completion		<input type="checkbox"/> Termination			
GUIDELINES FOR PROCESSING							
1. All separated / resigned / finished contract / employees must properly accomplish this form prior to release of last remuneration.							
2. Attach necessary document/s signifying your separation / resignation / end contract (e.g. resignation letter, exit interview, FATA, etc.).							
3. After completion of Items #1 – 7, submit form to HRD for computation and processing of final pay within 30 working days except during payroll period: every 10th - 15th and 25th - 30th of the month.							
4. Clearance and final pay shall be coordinated with concerned departments for release and exit interview. Releasing shall be every Saturday, (10am to 12nn) after receipt of voucher from Finance.							
5. HR to ensure the requirement for release are complete: Signed Quit Claim Form							
Note: Clearing Officers must ensure that the employee has been cleared of all accountabilities before signing on this form. Otherwise indicate all accountabilities on the space provided.							
ITEMS FOR CLEARANCE	CLEARING OFFICER	OFFICE LOCATION	COLLECTIBLE BY COMPANY	PAYABLE BY COMPANY	Signature of Clearing Officer	DATE	ACCT/CRC
1 ACCTG/ADVANCES	SBU Finance Head						
2 CLAIMS	Rebecca Santos	Unit 5					
3 EMAIL/SYSTEM ADMIN	Manny Popes	Unit 5					
4 MMD / ASSET MANAGEMENT	Marvin Gonzales	Unit 7					
5 ALLOWANCES	SBU Finance Head						
6 DEPARTMENT HEAD							
7 SBU HEAD							
FOR HUMAN RESOURCES ONLY							
8 SALARIES/WAGES	Payroll						
9 OVERTIME	Payroll						
10 13TH MONTH	Payroll						
11 WITHHOLDING TAX	Payroll						
12 SSS LOAN	HR Department	Unit 1					
13 HDMF LOAN	HR Department	Unit 1					
14 PERSONAL CASH ADVANCE	HR Department	Unit 1	HMO				
15 HMO	HR Department	Unit 1					
16 COMPANY ID	HR Department	Unit 1					
17 MOBILE UNIT/SIM	HR Department	Unit 1					
18 OTHERS	HR Department	Unit 1					
TOTAL >>							

NET COLLECTIBLE/PAYABLE

This is to certify that Mr. / Ms. _____ of _____ Department ceases to be an employee of F2 Logistics Philippines, Inc. at the end of the business hour on _____. He / She has been cleared of all accounts.

Confirmed by:

Certified by:

Employee Printed Name & Signature / Date

Lizzie O. Magat
HR Manager

Approved by:

Chabio T. Sison
Sr. Vice President – CFO/CRO

Efren E. Uy
President & CEO

☐ OR No. / ☐ Check Date

Reference: ☐ CV No. ☐ JV Computed by:

Noted by: