

CONVERGYS

APPLICATION FOR EMPLOYEE CLEARANCE

Employee Number:	101223400			Employee Contact Details	
Employee Name:	Bruna Jhun Vincent Gababit			Landline:	
	Last Name	First Name	Middle Name	Mobile:	09281958045
Program/Department:	HSD			Personal Email Address: soulfyking@gmail.com	
Site:	I2 building			Instructions to Employee	
Hire Date:	July 20, 2017			1. Fill out Application for Employee Clearance form (3 copies).	
Term Date:	March 3, 2018			2. Secure signature from the Immediate Supervisor/Manager.	
SSS Number:	06 - 3542193 - 1			3. Proceed to the Reception to return the Facilities items.	
Phil Health Number:	12 - 0253777333 - 3			4. Proceed to Site HR to return items below.	
Pag-IBIG Number:	1211 - 1911 - 3954			5. Please refer to the final pay releasing guidelines to be given by HR upon submission of Clearance Form for the complete details and requirements.	
TIN:	458 - 060 - 661 - 000				

Please countersign any corrections/erasures

Department	Remarks / Accountability for Deduction	Signature over Printed Name	Date
Immediate Supervisor (TL/Trainer) or Immediate Manager Program/Department Head (OM/TDM) (Turnover Files, Endorsement, Others)	Remaining Leave Balance: Vacation Leave (in days): <u>NA</u> Sick Leave (in days): <u>NA</u> Service Incentive Leave (in days): <u>13:31</u> <i>Note: If leave balance is not indicated, HR will assume full consumption of leave credits.</i>	<i>Jhenel Villar</i>	3/3/18
Technology Management (Only for Non-Agents) (VPN Key, Laptop, Others)			
Facilities (Pedestal Key, Locker Key, Headset, Company ID, Car Pass, Others)	<i>[Signature]</i>	<i>[Signature]</i> REX PATRICIO BARRIO	07-04-18
Benefits	SSS Loan Balance: _____ SSS Advances: _____	NO LOAN	9/25/18
Human Resources (Handbook, Code of Business Conduct, P-Card, HMO Card, Others)	Training Bond: _____	<i>[Signature]</i> JE ANN M. CUERBO	9/25/18

I will settle my accountabilities through deduction from my final pay. Please proceed with computation.

[Signature]
JHUN VINCENT BRUNA - 03-03-18
 Signature over Printed Name / Date

Received by (HR Department):

[Signature]
JE ANN M. CUERBO 9/25/18
 Signature over Printed Name / Date

Note: This is NOT the official company clearance. CERTIFICATE OF CLEARANCE will be issued upon release of employee's final pay.

CONVERGYS

FINAL PAY: IMPORTANT REMINDERS

1. Final Pay processing turn-around time is about **2 MONTHS**.
2. Please call us 3 weeks after your exit interview to check on the status of your clearance and to get the tentative dates for your final pay release.
is day
*Schedule for inquiry and contact details:

THURSDAYS and FRIDAYS 1 – 5 PM (except for holidays)

April Arias (Final pay POC) - 411-9217
Reception Area (12-11th floor) - 411-9201

Tuesdays and Thursdays 9 PM - 12 MN (except for holidays)

Edd Buenaviaje (HR-Ops) - 411-9212

3. Final Pay release is every **Monday (except for holidays), 2PM – 5pm @ 11th floor, I2 Bldg., Cebu IT Park**. If Monday is a Holiday, releasing schedule will be moved to the next working day.
4. Final Pay Check is **crossed**. It is for deposit to any bank account under your name and will be due after 3-5 days clearing process.

5. Upon claiming your Final Pay, you have to present the following requirements:

- **Community Tax Certificate - CEDULA** (for the current year, original and photocopy)
- **2 valid and unexpired IDs** (original and photocopy)
Valid IDs includes:
 - ✓ SSS ID
 - ✓ PRC ID
 - ✓ Voter's ID
 - ✓ Postal ID
 - ✓ Driver's License
 - ✓ Passport
 - ✓ BIR/TIN ID
 - ✓ Company ID with signature
 - ✓ NBI clearance
- **Ballpen**

*If you have a representative to claim your check, the requirements are:

- **Original Quit Claim and Waiver Form** (with wet signature of resigned employee)
- **Notarized Special Power of Attorney** (original)
- **2 Valid IDs of representative** (original & Photocopy)
- **Latest Community Tax Certificate/Cedula of both parties** (original & photocopy)
- **2 Valid IDs of the employee** (Photocopy)
- **Ballpen**

6. You will receive the following documents together with your final pay check:

- ITR or BIR 2316
- Certificate of Clearance
- Final Pay Computation

Note: Observe Convergys Dress Code upon claiming your final