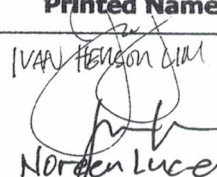



CONVERGY'S

APPLICATION FOR EMPLOYEE CLEARANCE

Employee Number:	267670	Employee Contact Details
	Jubay Elvira Diotay Last Name First Name Middle Name	Landline: Mobile: 0975 967 4323 / 0920 632 2923 Personal Email Address: jubay.elvira@live.com
Program/Department:	Sirius XM - Sales	Instructions to Employee 1. Fill out Application for Employee Clearance form (3 copies). 2. Secure signature from the Immediate Supervisor/Manager. 3. Proceed to the Reception to return the Facilities items. 4. Proceed to Site HR to return items below. 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.
Site:	Ceb i2 Bldg. IT Park	
Hire Date:	June 13, 2011	
Term Date:	August 3, 2016	
SSS Number:	0033 290 31100	
Phil Health Number:	01 - 025054355-2	
Pag-IBIG Number:	1210 - 3738 - 6688	
TIN:	189 - 608 - 858	

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: (Agent) Vacation Leave (in days): <u>0 days</u> Sick Leave (in days): <u>0 days</u> Service Incentive Leave (in days): <u>0 days</u> <i>Note: If leave balance is not indicated, HR will assume full consumption of leave credits.</i>	 IVAN ABENSON	9-25-18	
	Remaining Leave Balance: (Non-Agent) Vacation Leave (in days): _____ Sick Leave (in days): _____ Service Incentive Leave (in days): _____	HR Absence Partner signoff.		
	Technology Management (Only for Non-Agents) (VPN Key, Laptop, Others)			
Facilities (Pedestal Key, Locker Key, Headset, Company ID, Car Pass, Others)	VISA Key VISA Key removed Notice of return	 Norden Lucero	9-25-18	
Benefits	SSS Loan Balance: _____ SSS Advances: _____ EAP: _____ HMO: _____			
Human Resources (Handbook, Code of Business Conduct, P-Card, HMO Card, Others)	Training Bond: _____			

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

Received by (HR Department):

Signature over Printed Name / Date

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.

AUTHORIZATION FORM

- I, the undersigned, hereby authorize Convergys Philippines Inc. (the Company) to deduct the total balance of my SSS Loan from my final pay computation and remit the same in full to SSS
- I, the undersigned, opt to continue succeeding SSS loan monthly amortizations be taken cared of by my new employer after submission of any documentation to Convergys Philippines Inc. (the Company) as proof that I have already been reported by my current employer as one of their employees
- I, the undersigned, opt to personally pay/settle succeeding SSS Loan monthly amortizations directly with SSS after submission of any documentation to Convergys Philippines Inc. (the Company) as proof that I am already tagged as individual paying member with SSS

I am aware that processing time for last pay computation is from 6 to 8 weeks from the time my completely filled out Exit Clearance is received by Finance-Payroll. I understand that during this period, I am to settle my monthly amortizations directly with SSS during this period. The Company is not accountable for incurred penalties due to non-payment while my Exit Clearance is still in process.

Elvira D. Jubay
NAME OF FORMER EMPLOYEE

[Signature]
SIGNATURE OF FORMER EMPLOYEE

207670
ORACLE ID NO.

DATE SIGNED

Convergys Philippines Inc.

Site HR Manager

Date Signed

AUTHORIZATION FORM

- I, the undersigned, hereby authorize Convergys Philippines Inc. (the Company) to deduct the total balance of my SSS Loan from my final pay computation and remit the same in full to SSS
- I, the undersigned, opt to continue succeeding SSS loan monthly amortizations be taken cared of by my new employer after submission of any documentation to Convergys Philippines Inc. (the Company) as proof that I have already been reported by my current employer as one of their employees
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Elvira D. Jubay
NAME OF FORMER EMPLOYEE

[Signature]
SIGNATURE OF FORMER EMPLOYEE

207670
ORACLE ID NO.

DATE SIGNED

Convergys Philippines Inc.

Site HR Manager

Date Signed