



Suite 3A EP Hernandez Building 1646 Evangelista Street, Bangkal, Makati City 1233 Philippines

### CLEARANCE FORM

Date Filed : 2/19/2018

This certifies that Mr./Ms. JO DYAN PINOTE a former employee of CAMOX PHILIPPINES, INC. has been cleared of property and financial responsibility as shown by our signatories below:

Note: Please have it signed in chronological manner.

	Printed Name	Signature	Date
1. Office/ Stock Controller	<u>January Sajud</u>	<u>[Signature]</u>	<u>2/19/2018</u>
2. Database Supervisor (NonTechnical)	_____	_____	_____
3. Database Manager	_____	_____	_____
4. HR/Admin Manager	_____	_____	_____
5. Chief Officer - Operations	_____	_____	_____
6. Chief Officer - Marketing	_____	_____	_____
7. Finance Manager	_____	_____	_____

**CLEARANCE STATUS :**

Cleared  Pending; reason \_\_\_\_\_

**REQUIREMENT CHECKLIST FOR RESIGNED EMPLOYEES**

**FOR ADMIN-PURCHASING STOCK CONTROL**

<input checked="" type="checkbox"/> Company ID /Name Badge ✓	<input checked="" type="checkbox"/> Employees Handbook N/A
<input checked="" type="checkbox"/> Locker Key N/A	<input checked="" type="checkbox"/> Stapler N/A
<input checked="" type="checkbox"/> Uniform _____ pcs. N/A	<input checked="" type="checkbox"/> Staple Wire Remover N/A
<input checked="" type="checkbox"/> Computer <u>Laptop</u>	<input checked="" type="checkbox"/> Tape Dispenser Small/Big N/A
<input checked="" type="checkbox"/> Computer Password <u>NO password</u>	<input checked="" type="checkbox"/> Telephone Unit <u>JA Samsung</u> - hand over to Jan
<input checked="" type="checkbox"/> Mobile Desk w/ Keys N/A	<input type="checkbox"/> Copy of Total Handover of work to Head of Dept. (should be written and witness by HR Department.)
<input checked="" type="checkbox"/> Business Card Holders N/A	<u>sim, smart - 0908 168 3403 ✓</u>
<input checked="" type="checkbox"/> Calculator N/A	<u>Maxicare Card - ✓</u>
<input checked="" type="checkbox"/> In-Out Tray N/A	<u>Endorsement Paper (list of pending work)</u>
<input checked="" type="checkbox"/> Puncher N/A	Remarks: <u>→ to Jimmy</u>
<input checked="" type="checkbox"/> Ruler N/A	
<input checked="" type="checkbox"/> Scissors N/A	
<input checked="" type="checkbox"/> Business Cards ✓	
Remarks: _____	

Note: May use another sheet of paper or may attach individual records; if any.