

Jan 28, 2020 10:59	CORPORATE HUMAN RESOURCES DEPARTMENT	Control No.: 992
SEPARATION, CLEARANCE AND RELEASE FORM		CHR-03-2018
Employee Name: Rachele Anne E. Bercero	Position: Revenue Auditor	Employee #.: 53676
Department: Financial Controlling 2	SBU: Central Office	
Date Hired: 06/20/2018	Effectivity of Resignation: 01/22/2020	Reason for leaving: Career growth
Management Service: (Please Indicate)	Agency Based: (Please Indicate) DIRECT	

NOTE: 1. Route this form to the offices listed below and obtain clearance/signature of officer in charge.
 2. The office concerned must indicate financial, property and other obligation, if any of the above employee.

		ACCOUNTABILITY		PROCESSED BY	
ASSIGNED DEPARTMENT	FULLNAME	NATURE/ITEM	AMOUNT	SIGNATURE	DATE
Immediate Head/Department Head (Pendeng Task, Properties, files).	Ms. Katrina Mae Alvarez			<i>[Signature]</i>	1/30/2020
SBU Head	Ms. Katrina Mae Alvarez			<i>[Signature]</i>	
Corporate Audit Department	Ms. Katrina Mae Alvarez			<i>[Signature]</i>	
Corporate Accounting Department	Mr. Ronel Villanueva			<i>[Signature]</i>	1/31/2020
Corporate Information Technology Group	Mr. Rogelio Bugaoan Jr.			<i>[Signature]</i>	1/30/2020
Corporate Human Resources Department	Mr. Mark John Manayon	Returned file		<i>[Signature]</i>	1/28/2020
Corporate Treasury Department	Ms. Joy King			<i>[Signature]</i>	2/3/20
		Total Accountabilities	Php:		
Terminal Pay Due (to be filled-out by CHR & FICO)	LATEST BASIC PAY	AMOUNT	Recorded By: Initial		Date
Unpaid Salary for the period covering					
Unpaid vacation leave (Remaining credits)					
Other Benefits /Allowances/ Commission					
13th Month Pay					
Other Deductions Incurred		TOTAL PAY DUE			

Noted By: Mr. Dennis Antonio Ayala CHR Director Date: <i>[Signature]</i>	To be filled by payroll: Total Pay Due: Php	Less: Accountabilities: Php Total Amount Due: Php
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Final computation prepared by: <i>[Signature]</i> Date: 1/17/2020	Verified by: Financial Manager	Approved by: Chief Financial Officer <i>[Signature]</i>
SBU Payroll In Charge: <i>[Signature]</i>	Payment Release by: Treasury	RECEIVED BY: <i>[Signature]</i> BERCERO RACHEL ANNE Employee Name and Signature Date: 12/17/20
Approved for Release: Susan King Bernardo Date:	Treasury	Date:

(To be signed by resigned employee upon receipt of his/her final pay):
 KNOW ALL MEN BY THESE PRESENTS:

I hereby certify that as of Dec 17, 2020, have been fully paid all that is due by reason of my employment/services with the company. I further certify that I find no claim whatsoever by virtue of existing labor laws for salaries, allowances, overtime and/or any other claims arising from or due to my employment.

I hereby declare that I have signed this waiver and release willingly and voluntarily and with full knowledge under the law.

Printed Name: BERCERO RACHEL ANNE Signature: *[Signature]*

Contributions

Note: Pursuant to Circular No. 2020-032 dated 24 November 2020, starting January 2021, SS contribution includes Workers' Investment and Savings Program or WISP (SSS Provident Fund) contribution.

MONTHLY CONTRIBUTIONS SE/VM CONTRIBUTIONS PWT FUND WISP

MONTHLY CONTRIBUTIONS												
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	1320.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2019	1320.00	1320.00	1320.00	1320.00	1380.00	1440.00	1440.00	1440.00	1440.00	1440.00	1440.00	1380.00
2018	0.00	0.00	0.00	0.00	0.00	0.00	1320.00	1320.00	1320.00	1320.00	1320.00	1320.00

SUMMARY	
(A) Total Number of Contributions Displayed	19
(B) Total Number of Contributions not Displayed	0
Total Number of Contributions Posted (A) + (B)	19
Total Amount of Contributions	25,920.00

Employment Details

Employer ID	Name	Reporting Date	Employment Date
06-1759299-8	CROWNLIFESTYLE.NET INC	03-2019	07-2018

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SSS Building East Avenue, Diliman Quezon City, Philippines

For comments, concerns and inquiries contact:

SSS Hotline: 1455
SSS Trunkline No. (632) 8920-6401
SSS Call Center: (632) 8920-6446 to 55
IVRS: (632) 7917-7777
Toll-Free No.: 1-800-10-2255777
SSS Email: member_relations@sss.gov.ph
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Middle East

Qatar: 00800-100-260
UAE: 800-0630-0038
Saudi Arabia: 800-863-0022
Bahrain: 8000-6094

Europe

Italy: 00-800-0225-5777
UK: 00-800-0225-5777

Member Details

Address & Contact Information

Sex	F
Reporting Date	03-01-2019
Reporting ID	06-1759299-8
Latest ER ID	
Latest ER Name	CROWNLIFESTYLE.NET INC
Claim Flag Status	NO CLAIM
SS Number Status	SS NUMBER ACTIVE
Transferred to (New SS Number)	
Coverage Status	COVERED EMPLOYEE
Change in Coverage Status	NO STATUS CHANGE
Date of Loan Disqualification	
SS Number Withdrawal Reason	
Record Location	CEBU

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