



REPORT ON COMPLIANCE WITH P.D. NO. 851

1. Name of Establishment : _____
2. Address : _____
3. Principal Product of Business : _____
4. Total Employment : _____
5. Total Number of Workers Benefited : _____
6. Amount Granted per Employee : _____
7. Total Amount of Benefits Granted : _____
8. Name of person giving information : _____
- Position : _____
- Tel. No. : _____

Owner/Manager

Note:

1. Amount and payment of 13th month pay. The minimum of 13th month pay required by P.D. 851 as amended should not be less than one twelfth (1/12) of the basic pay within a calendar year and should be paid not later than December 24 of each year.
2. Section 8 of P.D. 851 as amended. Every covered employer shall make a report on compliance to the nearest Field/Provincial Office on or before January 15 of each year.

3. Attach payrolls / vouchers duly signed by the employees as proof of compliance.
REGIONAL OFFICE
5 P.O. 4th Anderson Bldg. 3rd Floor, Parian, City of Calamba, Laguna
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