



R-1A
REV. 01 - 2001

Republic of the Philippines
SOCIAL SECURITY SYSTEM
EMPLOYMENT REPORT

(Please read instructions/reminders at the back. Print all information in black ink.)

EMPLOYER ID NUMBER 	REGISTERED EMPLOYER NAME	TAXPAYER IDENTIFICATION NO.
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ADDRESS	POSTAL CODE
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SS Number	Name of Employee (Surname) (Given Name) (MI)	Date of Birth (MMDDYYYY)	Position	Monthly Salary	Date of Employment (MMDDYYYY)	Remarks FOR SSS USE
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
	11.					
	12.					
	13.					
	14.					
	15.					
	16.					
	17.					
	18.					
	19.					
	20.					

TOTAL NO. OF REPORTED EMPLOYEES Page ____ of ____ Page/s	CERTIFIED CORRECT : _____ Signature Over Printed Name of Authorized Signatory _____ Official Designation _____ Date	FOR SSS USE			RECEIVED BY/DATE:
		PROCESSED BY/DATE: _____ Signature Over Printed Name	REVIEWED BY/DATE: _____ Signature Over Printed Name	ENCODED BY/DATE: _____ Signature Over Printed Name	

INSTRUCTIONS/REMINDERS

1. **Submit in two (2) copies with properly accomplished SS Form R-1 (Employer Registration), if the employer is not yet registered with the SSS.**
2. **Submit in two (2) copies to report newly hired/rehired employee/s and present SS Employer ID Card, if the employer is already registered with the SSS.**
3. **The employer is obliged to report all its employees for coverage through this form regardless of their actual amount of monthly earnings rounded off to the last peso.**
4. **The owner of a single proprietorship business is disqualified to be reported as employee thereof. However, he may register as a self-employed, provided he is not over 60 years old and is currently not an employee member.**
5. **Write "Nothing Follows" immediately after the last reported employee.**