



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 9
Zamboanga City

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 : _____
Positon : _____
Tel. No. : _____

Owner / Manager

NOTE:

1. Amount and payment of 13th month pay. The minimum 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 Regional/Provincial Office on or before January 15 of each year.
3. Attach payrolls / vouchers duly signed by the employees as proof of compliance.