



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 13<sup>th</sup> month pay. The minimum 13<sup>th</sup> 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.