|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | **«employee-name»** | Office: | «office» |
| Employee No.: | «employee-no» | Position: | «position» |
|  |  |  |  |
| Period: | «period» | Payroll Type: | «payroll-type» |
| Monthly Rate: | «monthly-rate» |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Earnings: |  |  | Deductions: | |  |
| January | «month\_1» |  | |  |  | | --- | --- | |  |  | | | |
| February | «month\_2» |
| March | «month\_3» |
| April | «month\_4» |
| May | «month\_5» |
| June | «month\_6» |
| July | «month\_7» |
| August | «month\_8» |
| September | «month\_9» |
| October | «month\_10» |
| November | «month\_11» |
| December | «month\_12» |
|  |  |  |
| Total salary for the year: | «total-income» |  | Total Deductions | «total-deductions» | |
| 13th Month Pay = Total salary for the year / 12 | «13thmp» |  | **Net Pay:** | **«net-pay»** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I hereby acknowledge receipt of the net pay amount: **₱ «net-pay»**   |  |  | | --- | --- | |  |  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Signature | Date | |