

November 09, 2018

To : **ALL DDTKI WORKERS**  
From : **HR and Admin. Department**  
Subject: **Thirteenth month pay & Last pay/Quit claim**

---


In preparation for the year-end 13<sup>th</sup> Month pay, please be informed that the inclusion of the 13<sup>th</sup> month computation is the total basic earnings from payroll December 19, 2017 up to November 25, 2018.

In connection with this, the cut off for the Last pay/Quit Claim computation will be on November 10, 2018. The Quit Claim computation must be submitted on or before November 15, 2018. All Completion of Phase of Work (CPW) employees from November 11-25, 2018 shall no longer need for Quit Claim computation.

The Quit Claim computation resume on January 2019 for the employees who will be separated from November 26 to December 31, 2018. However, the Separation & Clearance still need to process on time.

Should you need for further clarification, please feel free to contact any of the HR, Compenben Staff.

  
**MENSON FAHAD B. HADJI NOR**  
HR STAFF - OIC

Approved by:  
  
**SANTIAGO R MERSADO JR.**  
HR AND ADMIN. MANAGER