**PAYROLL REPORT**

For the period «period»

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee | Rate/Mo.  Basic pay | Absences/ Tardiness | OT  Other Earnings  Salary Adj. | Allowances  «allowances» | Contrib.  «contributions» | GSIS  «gsis-deductions» | HDMF  «hdmf-deductions» | Loans  «loans» | Others  «other-deductions» | CA  OD  W.Tax | Net |
|  |  |  |  |  |  |  |  |  |  |  |  |

I CERTIFY on my official oath that the above PAYROLL is correct and the services have been duly rendered and stated.

**CLEMELLE L. MONTALLANA, DM-HRM**

Vice-President for Administration and Finance

APPROVED Payable from the APPROPRIATION for: