**PAYROLL SUMMARY REPORT**

For the period «period»

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee | Position | Rate | BIR Status | Total Working Days | Total Days Worked | Total Days Absent | Total Hours Late | Total  Hours UT | Total Late Tolerance | Total Flexi-Time | Leave Charges | OT |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

I CERTIFY on my official oath that the above PAYROLL SUMMARY 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: