**13th MONTH PAY PAYROLL REPORT**

For the period «period»

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employee | Office/Department | Position | Rate/Mo. | Total Salary for the Year | Deductions | | Net |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  | Prepared by:  «preparedby»  «preparedby\_title»  Approved by:  «signatory\_1»  «title\_1»  Noted by:  «signatory\_2»  «title\_2» |