



PAYROLL

For the period of 04/01/2025 - 04/15/2025

LGU: General Santos City, 9, South Cotabato

Responsibility Center: Accounting Department
Office: Head Office

Payroll No.: 10001
Sheet 1 of 4 Sheets

We acknowledge receipts of cash shown opposite our names as full compensation for services rendered for the period covered.

#	Name	Position	Emp#	COMPENSATIONS			Tardiness / Under Time	Tax Withheld	DEDUCTIONS														
				Salaries and Wages	PERA	Gross Amount Earned			CONTRIBUTIONS						PAGIBIG LOANS								
									Phil Health		PAGIBIG Fund			GSIS			MPL	Housing	Lot Purchase / HEAL	GSCGEA Dues	GSCGEA Other Dues	GSC Coop	
1	John Doe	Accountant	EMP001	35,000.00	2,000.00	37,000.00	0.00	3,500.00	550.00	550.00	100.00	100.00	0.00	2,450.00	4,900.00	100.00	0.00	0.00	0.00	150.00	0.00	500.00	
2	Jane Smith	Financial Analyst	EMP002	40,000.00	2,000.00	42,000.00	0.00	4,200.00	600.00	600.00	100.00	100.00	0.00	2,800.00	5,600.00	100.00	1,000.00	0.00	0.00	150.00	0.00	800.00	
3	Carlos Reyes	Engineer	EMP005	37,500.00	2,000.00	39,500.00	5.00	3,700.00	570.00	570.00	100.00	100.00	5.00	2,600.00	5,200.00	100.00	5.00	5.00	5.00	150.00	5.00	680.00	
4	John Lloyd	Accountant	EMP003	37,500.00	2,000.00	39,500.00	0.00	3,700.00	570.00	570.00	100.00	100.00	0.00	2,600.00	5,200.00	100.00	0.00	0.00	0.00	150.00	0.00	680.00	
5	Aaron Cruz	Technician	EMP009	38,500.00	2,000.00	40,500.00	0.00	3,900.00	580.00	580.00	100.00	100.00	0.00	2,670.00	5,340.00	100.00	0.00	0.00	0.00	150.00	0.00	720.00	
6	Jane Layla	HR Officer	EMP004	36,000.00	2,000.00	38,000.00	0.00	3,400.00	560.00	560.00	100.00	100.00	0.00	2,500.00	5,000.00	100.00	0.00	500.00	0.00	150.00	0.00	600.00	
7	Emily Tan	Analyst	EMP006	37,000.00	2,000.00	39,000.00	0.00	3,600.00	550.00	550.00	100.00	100.00	0.00	2,550.00	5,100.00	100.00	0.00	0.00	0.00	150.00	0.00	650.00	
8	Grace Lee	Developer	EMP008	39,500.00	2,000.00	41,500.00	0.00	4,100.00	590.00	590.00	100.00	100.00	0.00	2,750.00	5,500.00	100.00	200.00	0.00	0.00	150.00	0.00	820.00	
9	Aaron Cruz	Technician	EMP009	40,500.00	2,000.00	42,500.00	0.00	4,250.00	610.00	610.00	100.00	100.00	0.00	2,900.00	5,800.00	100.00	1,000.00	0.00	0.00	150.00	0.00	950.00	
10	Aaron Cruz	Technician	EMP009	38,500.00	2,000.00	40,500.00	0.00	3,900.00	580.00	580.00	100.00	100.00	0.00	2,670.00	5,340.00	100.00	0.00	0.00	0.00	150.00	0.00	720.00	
11	Carlos Reyes	Engineer	EMP005	37,500.00	2,000.00	39,500.00	0.00	3,700.00	570.00	570.00	100.00	100.00	0.00	2,600.00	5,200.00	100.00	0.00	0.00	0.00	150.00	0.00	680.00	
12	Aaron Cruz	Technician	EMP009	37,500.00	2,000.00	39,500.00	0.00	3,700.00	570.00	570.00	100.00	100.00	0.00	2,600.00	5,200.00	100.00	0.00	0.00	0.00	150.00	0.00	680.00	
13	John Doe	Accountant	EMP001	30,000.00	2,000.00	32,000.00	200.00	1,500.00	150.00	150.00	100.00	100.00	0.00	400.00	400.00	100.00	0.00	0.00	0.00	50.00	0.00	0.00	
14	Jane Smith	Financial Analyst	EMP002	28,000.00	2,000.00	30,000.00	100.00	1,300.00	150.00	150.00	100.00	100.00	0.00	380.00	380.00	100.00	0.00	0.00	0.00	40.00	0.00	0.00	
15	John Lloyd	Accountant	EMP003	32,000.00	2,000.00	34,000.00	300.00	1,600.00	150.00	150.00	100.00	100.00	0.00	420.00	420.00	100.00	0.00	0.00	0.00	60.00	0.00	0.00	
16	Jane Layla	HR Officer	EMP004	27,000.00	2,000.00	29,000.00	100.00	1,200.00	150.00	150.00	100.00	100.00	0.00	360.00	360.00	100.00	0.00	0.00	0.00	30.00	0.00	0.00	
17	Carlos Reyes	Engineer	EMP005	35,000.00	2,000.00	37,000.00	200.00	1,800.00	150.00	150.00	100.00	100.00	0.00	450.00	450.00	100.00	0.00	0.00	0.00	70.00	0.00	0.00	
18	Emily Tan	Analyst	EMP006	26,000.00	2,000.00	28,000.00	50.00	1,100.00	150.00	150.00	100.00	100.00	0.00	350.00	350.00	100.00	0.00	0.00	0.00	20.00	0.00	0.00	
19	Mark Lim	Supervisor	EMP007	40,000.00	2,000.00	42,000.00	250.00	2,100.00	150.00	150.00	100.00	100.00	0.00	500.00	500.00	100.00	0.00	0.00	0.00	80.00	0.00	0.00	
20	Grace Lee	Developer	EMP008	38,000.00	2,000.00	40,000.00	200.00	2,000.00	150.00	150.00	100.00	100.00	0.00	480.00	480.00	100.00	0.00	0.00	0.00	70.00	0.00	0.00	
21	Aaron Cruz	Technician	EMP009	25,000.00	2,000.00	27,000.00	50.00	1,000.00	150.00	150.00	100.00	100.00	0.00	340.00	340.00	100.00	0.00	0.00	0.00	20.00	0.00	0.00	
22	Sample Employee1	Clerk	SE010	23,000.00	2,000.00	25,000.00	50.00	900.00	150.00	150.00	100.00	100.00	0.00	330.00	330.00	100.00	0.00	0.00	0.00	10.00	0.00	0.00	
23	Sample Employee2	Clerk	SE011	24,000.00	2,000.00	26,000.00	100.00	950.00	150.00	150.00	100.00	100.00	0.00	335.00	335.00	100.00	0.00	0.00	0.00	15.00	0.00	0.00	
24	Sample Employee3	Technician	SE012	29,000.00	2,000.00	31,000.00	150.00	1,200.00	150.00	150.00	100.00	100.00	0.00	370.00	370.00	100.00	0.00	0.00	0.00	30.00	0.00	0.00	
25	Sample Employee4	Analyst	SE013	31,000.00	2,000.00	33,000.00	150.00	1,400.00	150.00	150.00	100.00	100.00	0.00	390.00	390.00	100.00	0.00	0.00	0.00	40.00	0.00	0.00	
Page Total:				843,000.00	50,000.00	893,000.00	1,905.00	63,700.00	8,850.00	8,850.00	2,500.00	2,500.00	5.00	36,795.00	68,485.00	2,500.00	2,205.00	505.00	5.00	2,335.00	5.00	8,480.00	
				893,000.00					17,700.00		5,005.00			107,780.00			2,715.00				10,820.00		

#	Name	Position	Emp#	COMPENSATIONS				DEDUCTIONS															
				Salaries and Wages	PERA	Gross Amount Earned	Tardiness / Under Time	Tax Withheld	CONTRIBUTIONS								PAGIBIG LOANS						
									Phil Health		PAGIBIG Fund			GSIS			MPL	Housing	Lot Purchase / HEAL	GSCGEA Dues	GSCGEA Other Dues	GSC Coop	
26	Sample Employee5	Assistant	SE014	22,000.00	2,000.00	24,000.00	50.00	800.00	150.00	150.00	100.00	100.00	0.00	320.00	320.00	100.00	0.00	0.00	0.00	10.00	0.00	0.00	
27	Sample Employee6	Supervisor	SE015	35,000.00	2,000.00	37,000.00	200.00	1,800.00	150.00	150.00	100.00	100.00	0.00	450.00	450.00	100.00	0.00	0.00	0.00	60.00	0.00	0.00	
28	Sample Employee7	Officer	SE016	28,000.00	2,000.00	30,000.00	150.00	1,100.00	150.00	150.00	100.00	100.00	0.00	360.00	360.00	100.00	0.00	0.00	0.00	25.00	0.00	0.00	
29	Sample Employee8	Engineer	SE017	36,000.00	2,000.00	38,000.00	200.00	1,700.00	150.00	150.00	100.00	100.00	0.00	460.00	460.00	100.00	0.00	0.00	0.00	70.00	0.00	0.00	
30	Sample Employee9	Assistant	SE018	25,000.00	2,000.00	27,000.00	50.00	1,000.00	150.00	150.00	100.00	100.00	0.00	340.00	340.00	100.00	0.00	0.00	0.00	20.00	0.00	0.00	
31	Sample Employee10	Coordinator	SE019	26,000.00	2,000.00	28,000.00	100.00	1,100.00	150.00	150.00	100.00	100.00	0.00	350.00	350.00	100.00	0.00	0.00	0.00	25.00	0.00	0.00	
32	Sample Employee11	Clerk	SE020	27,000.00	2,000.00	29,000.00	100.00	1,150.00	150.00	150.00	100.00	100.00	0.00	360.00	360.00	100.00	0.00	0.00	0.00	30.00	0.00	0.00	
Page Total:				199,000.00	14,000.00		213,000.00	850.00	8,650.00	1,050.00	1,050.00	700.00	700.00	0.00	2,640.00	2,640.00	700.00	0.00	0.00	0.00	240.00	0.00	0.00
Grand Total:				1,042,000.00	64,000.00	1,106,000.00	2,755.00	72,350.00		9,900.00	9,900.00	3,200.00	3,200.00	5.00	39,435.00	71,125.00	3,200.00	2,205.00	505.00	5.00	2,575.00	5.00	8,480.00
				1,106,000.00				19,800.00				6,405.00				113,760.00				2,715.00			

A	CERTIFIED: Services duly rendered as stated.	B	CERTIFIED: Supporting documents complete and proper.	C	CERTIFIED: Cash available for the purpose.
Department Head Signature over Printed Name Authorized Official	Date	Accountant Name Acting CGDH II Head of Accounting Division / Unit	Date	City Treasurer City Treasurer	Date
D APPROVE FOR PAYMENT: ₱0.00 City Mayor City Mayor	Date	E CERTIFIED: Each employee whose name appears on the payroll has been paid the amount as indicated opposite his/her name. Signature over Printed Name Disbursing Officer	Date	F CAFOA No: _____ Date: _____	

#	Name	Position	Emp#	DEDUCTIONS								Gross Gov't Deduction	Gross Personal Deduction	Net TakeHome Pay	1st Half Proceeds	2nd Half Proceeds					
				GSIS DEDUCTIONS																	
				GSIS MPL	CEAP	Computer Loan	MPL Lite	PL (Regular)	GSIS-EL	GFAL	LBP										
1	John Doe	Accountant	EMP001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,250.00	650.00	28,100.00	14,050.00	14,050.00					
2	Jane Smith	Financial Analyst	EMP002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,650.00	1,950.00	30,400.00	15,200.00	15,200.00					
3	Carlos Reyes	Engineer	EMP005	5.00	5.00	5.00	5.00	5.00	5.00	0.00	0.00	8,700.00	1,000.00	30,800.00	15,400.00	15,400.00					
4	John Lloyd	Accountant	EMP003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,700.00	1,000.00	30,800.00	15,400.00	15,400.00					
5	Aaron Cruz	Technician	EMP009	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,820.00	1,100.00	31,680.00	15,840.00	15,840.00					
6	Jane Layla	HR Officer	EMP004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,470.00	1,000.00	28,530.00	14,265.00	14,265.00					
7	Emily Tan	Analyst	EMP006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,600.00	1,200.00	30,400.00	15,200.00	15,200.00					
8	Grace Lee	Developer	EMP008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,110.00	800.00	32,390.00	16,195.00	16,195.00					
9	Aaron Cruz	Technician	EMP009	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,120.00	1,250.00	32,380.00	16,190.00	16,190.00					
10	Aaron Cruz	Technician	EMP009	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,820.00	1,100.00	31,680.00	15,840.00	15,840.00					
11	Carlos Reyes	Engineer	EMP005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,700.00	1,000.00	30,800.00	15,400.00	15,400.00					
12	Aaron Cruz	Technician	EMP009	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,700.00	1,000.00	30,800.00	15,400.00	15,400.00					
13	John Doe	Accountant	EMP001	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	500.00	25,500.00	12,750.00	12,750.00					
14	Jane Smith	Financial Analyst	EMP002	180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00	400.00	24,800.00	12,400.00	12,400.00					
15	John Lloyd	Accountant	EMP003	220.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,200.00	600.00	26,200.00	13,100.00	13,100.00					
16	Jane Layla	HR Officer	EMP004	170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,700.00	300.00	24,000.00	12,000.00	12,000.00					
17	Carlos Reyes	Engineer	EMP005	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	700.00	27,500.00	13,750.00	13,750.00					
18	Emily Tan	Analyst	EMP006	160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,600.00	300.00	23,100.00	11,550.00	11,550.00					
19	Mark Lim	Supervisor	EMP007	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	800.00	32,200.00	16,100.00	16,100.00					
20	Grace Lee	Developer	EMP008	280.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,800.00	700.00	29,500.00	14,750.00	14,750.00					
21	Aaron Cruz	Technician	EMP009	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	250.00	23,250.00	11,625.00	11,625.00					
22	Sample Employee1	Clerk	SE010	140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,300.00	200.00	21,800.00	10,900.00	10,900.00					
23	Sample Employee2	Clerk	SE011	145.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00	230.00	22,070.00	11,035.00	11,035.00					
24	Sample Employee3	Technician	SE012	170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,900.00	300.00	25,100.00	12,550.00	12,550.00					
25	Sample Employee4	Analyst	SE013	190.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,100.00	350.00	25,250.00	12,625.00	12,625.00					
Page Total:				2,560.00	5.00	5.00	5.00	5.00	5.00	0.00	0.00	145,440.00	18,680.00	699,030.00	349,515.00	349,515.00					
					2,570.00				15.00		0.00					699,030.00					

#	Name	Position	Emp#	DEDUCTIONS								Gross Gov't Deduction	Gross Personal Deduction	Net TakeHome Pay	1st Half Proceeds	2nd Half Proceeds		
				GSIS DEDUCTIONS							Bank Loan							
				GSIS MPL	CEAP	Computer Loan	MPL Lite	PL (Regular)	GSIS-EL	GFAL	LBP							
26	Sample Employee5	Assistant	SE014	130.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,200.00	150.00	20,750.00	10,375.00	10,375.00		
27	Sample Employee6	Supervisor	SE015	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	700.00	27,500.00	13,750.00	13,750.00		
28	Sample Employee7	Officer	SE016	165.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00	300.00	24,100.00	12,050.00	12,050.00		
29	Sample Employee8	Engineer	SE017	260.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,600.00	650.00	28,150.00	14,075.00	14,075.00		
30	Sample Employee9	Assistant	SE018	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	250.00	23,250.00	11,625.00	11,625.00		
31	Sample Employee10	Coordinator	SE019	160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,600.00	280.00	22,820.00	11,410.00	11,410.00		
32	Sample Employee11	Clerk	SE020	165.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,700.00	300.00	23,150.00	11,575.00	11,575.00		
Page Total:				1,280.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,900.00	2,630.00	169,720.00	84,860.00	84,860.00		
Grand Total:				3,840.00	5.00	5.00	5.00	5.00	5.00	0.00	0.00				165,340.00	21,310.00	868,750.00	
				3,850.00					15.00		0.00						434,375.00	434,375.00
											0.00							868,750.00