

Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila

DEPARTMENT OF LABOR AND EMPLOYMENT  
Administrative Service Central Records Section-GSD

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**DEPARTMENT ADVISORY NO. 03**  
Series of 2010

Pursuant to the provisions of the Rules and Regulations Implementing Presidential Decree No. 851 requiring employers to pay their employees a 13<sup>th</sup> Month Pay on or before December 24 of every year, all covered employers are hereby reminded to comply with Section 8 of the aforesaid Rules and Regulations which provides, to wit:

"Section 8. Report of Compliance. Every covered employer shall make a report of his compliance with the Decree to the nearest Regional Office not later than January 15 of each year. The report shall conform substantially with the following form:

Report on Compliance with PD No. 851

1. Name of establishment
2. Address
3. Principal product or business
4. Total employment
5. Total number of workers benefited
6. Amount granted per employee
7. Total amount of benefits granted
8. Name, position and telephone number of person giving information"

Please be guided accordingly.

  
**ROSALINDA DIMAPILIS-BALDOZ**  
Secretary

5 November 2010