



**REPORT ON COMPLIANCE WITH P.D. NO. 851**

1. Name of Establishment : \_\_\_\_\_
2. Address : \_\_\_\_\_
3. Principal Product of Business : \_\_\_\_\_
4. Total Employment : \_\_\_\_\_
5. Total Number of Workers Benefited : \_\_\_\_\_
6. Amount Granted per Employee : \_\_\_\_\_
7. Total Amount of Benefits Granted : \_\_\_\_\_
8. Name of person giving information : \_\_\_\_\_
- Position : \_\_\_\_\_
- Tel. No. : \_\_\_\_\_

\_\_\_\_\_  
 Owner/Manager

**Note:**

1. Amount and payment of 13<sup>th</sup> month pay. The minimum 13<sup>th</sup> month pay required by P.D. 851 as amended should not be less than one twelfth (1/12) of the basic pay within a calendar year and should be paid not later than December 24 of each year.
2. Section 8 of P.D. 851 as amended. Every covered employer shall make a report on compliance to the nearest Field/Provincial Office on or before January 15 of each year.
3. Attach payrolls / vouchers duly signed by the employees as proof of compliance.

**REGIONAL OFFICE**

3F & 4F Anderson Bldg. II, Parian, City of Calamba, Laguna

(049)545-7360/(049)545-7362/(049)545-7364/(049)545-0292/(049)545-0294/(049)545-7357 • dole4imds@yahoo.com/tssd.dole4a@yahoo.com.ph/planning.dole4a@gmail.com  
 www.calabarzon.dole.gov.ph

**CAVITE PROVINCIAL OFFICE**  
 One FS Industrial Bldg., Brgy. Hugo Perez,  
 Trece Martires City, Cavite  
 (046)419-1996/(046)419-0830  
 dole\_cavite@yahoo.com/  
 cpo.dole4a@gmail.com

**LAGUNA PROVINCIAL OFFICE**  
 2F Puregold Jr. Bldg., Parian,  
 City of Calamba, Laguna  
 (049)545-7361/(049)545-7358  
 lpo\_dole4a@yahoo.com/  
 lpo.dole4a@gmail.com

**BATANGAS PROVINCIAL OFFICE**  
 Unit L The Olan Business Center,  
 Brgy. Maraouy, Lipa City, Batangas  
 (043)981-2959/(043)312-0484  
 dole4a.bpo@gmail.com/  
 bpo.dole4a@gmail.com

**RIZAL PROVINCIAL OFFICE**  
 2F J & P Bldg., Soliven Ave. II,  
 Brgy. San Isidro, Cainta, Rizal  
 (02)682-1532/(02)212-1648  
 dole4a\_rpo@yahoo.com/  
 rpo.dole4a@gmail.com

**QUEZON PROVINCIAL OFFICE**  
 2F Grand Central Terminal,  
 Lucena City, Quezon  
 (042)785-0894/(042)710-3023  
 dole\_qfo@yahoo.com/  
 qpo.dole4a@gmail.com