

Final-pay worksheet

Fill in from your payroll records.

Employee / reference _____

Effective separation _____

General 30-day date _____

PAYMENT COMPONENT	AMOUNT (PHP)
Unpaid salary Record / basis: _____	_____
13th-month balance Record / basis: _____	_____
Convertible leave Record / basis: _____	_____
Other earnings / refundable deposits Record / basis: _____	_____
Separation / retirement pay Record / basis: _____	_____
Gross final pay Record / basis: _____	_____
Lawful deductions Record / basis: _____	_____
Tax withheld / refund Record / basis: _____	_____
NET FINAL PAY	_____

CHECK BEFORE ACCEPTING

Confirm the unpaid period, basic-pay ledger and leave balance.

Request the basis for deductions and the payroll tax reconciliation.

Keep equipment-return receipts, payslips and the written release date.

Sources: DOLE Labor Advisory 06-20 and 2024 monetary-benefits handbook.

Prepared 11 October 2026. Educational worksheet; not a quitclaim or legal award.