

Final-pay statement

FICTIONAL EXAMPLE - NOT AN EMPLOYER-ISSUED DOCUMENT

Employee / reference	Sample employee - ordinary resignation
Effective separation	11 October 2026
General 30-day date	10 November 2026

PAYMENT COMPONENT	AMOUNT (PHP)
Unpaid salary 10 unpaid days x PHP 1,200	12,000.00
13th-month balance PHP 216,000 earned basic / 12; none paid	18,000.00
Convertible leave 2 confirmed days x PHP 1,200	2,400.00
Other earnings / refundable deposits Confirmed amounts only	0.00
Separation / retirement pay No entitlement assumed on resignation	0.00
Gross final pay Before deductions and tax reconciliation	32,400.00
Lawful deductions Documented and agreed example deduction	(1,000.00)
Tax withheld / refund No further tax adjustment in this sample	0.00
NET FINAL PAY	PHP 31,400.00

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.