

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 6
Commission Civil St., Jaro, Iloilo City

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

AFFIDAVIT

I, _____, _____ years of age,
single/married and residing at _____,
_____ , after having been
sworn in accordance with law, depose and say:

1. Q. What is the name of your establishment?
A. _____
2. Q. Where is it located?
A. _____
3. Q. Who is the owner/president/manager of your establishment?
A. _____
4. Q. What is the nature of the business establishment (retail, wholesale, service, manufacturing, agriculture, construction)
A. _____
5. Q. At what time your establishment opens and closes everyday? (Is there shifting or rotation of work schedule?)
A. _____
6. Q. How many employees are currently employed? _____
A. ___ less than 10 employees ___ 51-199 employees
 ___ 10-50 employees ___ 200 and above employees
7. Q. What is your work?
A. _____
8. Q. What is the status of your employment? (apprentice, learner, casual, contractual, probationary, or regular, etc.)
A. _____
9. Q. When did you start working?
A. _____
10. Q. How is your salary computed?
Daily basis _____ Commission basis _____
Monthly basis _____ Pakyaw basis _____
Piece rate basis _____ Others _____
11. Q. How much is your daily salary rate?
Minimum Wage _____
COLA _____
12. Q. When do you receive your salary?
A. _____
13. Q. Are you given a copy of your payslip?
A. _____
14. Q. Do you receive the net pay shown in the payslip?
A. _____
15. Q. What time do you start and end your work?
A. _____
16. Q. On what days do you work?
A. _____
17. Q. Do you work from 10pm to 6am?
A. _____
18. Q. If you work from 10pm to 6am are you paid the 10% night shift differential pay?

- A. _____
19. Q. Do you render overtime work? (In excess of 8 hours a day, if yes, how long?)
A. _____
20. Q. How much are you paid for every hour of overtime work? (In excess of 8hrs.)
Ordinary Days Php _____ Rest Days _____
Special Days _____ Regular Days _____
21. Q. Do you work on special holiday?
A. _____
22. Q. How much are you paid?
A. _____
23. Q. How much are you paid during regular holiday?
Worked _____ Unworked _____
- Q. Who fills out your daily time records?
A. _____
24. Q. How much is deducted for your food and/or lodging benefits?
A. _____
25. Q. Is there any written authority from you authorizing the said deduction?
A. _____
26. Q. What are the other expenses deducted from your salary?
SSS _____ Pag-ibig _____
Philhealth _____ Others _____
27. Q. What time is your meal period?
A. _____
28. Q. Do you receive your salary in cash, check, or ATM?
A. _____
29. Q. Are you given any of the following leave benefit?
60-78 days Maternity Leave _____
7 days Paternity Leave _____
7 days Solo Parent Leave _____
60 days Special Leave for Women _____
10 days Leave for Victims of Violence against Women and Children _____
30. Q. Is there a labor union in the company? (Are you a member?)
A. _____
31. Q. Is there an existing collective bargaining agreement between the union and the management?
A. _____
32. Q. Did you receive your 13th month pay?
A. _____
33. Q. Did you receive your 5-days Service Incentive Leave pay?
A. _____
34. Q. Are there safety and health personnel in your workplace?
First Aider _____ Dentist _____
Nurse _____ Safety Officer _____
Doctor _____ Safety Practitioner _____
35. Q. Is there anything that the Department of Labor and Employment can do to be of further assistance to you?
A. _____
36. Q. What other pertinent statement do you want to state?
A. _____

I hereby declare that the above answers were voluntarily given, true and correct to the best of my knowledge and belief.

IN WITNESS HEREOF, I have hereunto affix my signature this _____ day of _____, 20__ at _____.

PRINCIPAL

SIGNED IN THE PRESENCE OF:

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20 ____ at _____.

Labor Laws Compliance Officer