

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

DEPARTMENT OF LABOR AND EMPLOYMENT
 Administrative Service Central Records Section

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LABOR ADVISORY 11
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**Time and Interval of Payment of Wages in Subcontracting/
 Job Contracting Arrangement under Department Order No. 18-A, Series of 2011**

To address issues on variations in the time and interval of payment of wages of workers under Job Contracting or Subcontracting Arrangement due to varying payroll-processing time, all parties thereto as provided by Department Order No. 18-A, Series of 2011, are enjoined to observe the following rules:

1. **Payroll Cut-off Date.** The payroll cut-off date shall not exceed fifteen (15) calendar days from the first day of work of the employee.
2. **Payroll Processing Time.** Payroll processing time from cut-off date shall not be more than five (5) days.
3. **Time of Payment of Wages.** The contractor/subcontractor shall pay the wages of its employees, in proportion to the work rendered/completed, on the day following the lapse of the five (5) days payroll processing time.
4. **Interval of Time of Payment.** In all instances, the contractor/subcontractor is required to pay the wages of its employees at least twice a month at intervals not exceeding sixteen (16) days.

Illustration:

Period Covered	1 st to 15 th day of work 16 th to 30 th day of work
Cut-off Dates	Every 15 th and 30 th day of the month
Payroll Processing Time	Five (5) days
Payroll Dates/Payment of Wages	Every 21 st of the month and 6 th of the following month

The payroll of the employee who rendered work from day 1 to day 15 shall be processed on the 16th to 20th of the month. The wages shall be paid on the 21st day of the month and every sixteen (16) days thereafter.

Be guided accordingly.


ROSALINDA DIMAPILIS-BALDOZ
 Secretary

11 November 2013