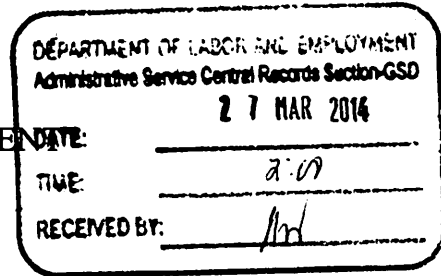


Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 Intramuros, Manila



LABOR ADVISORY 01
 Series of 2014

**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 under Job Contracting or Subcontracting Arrangements due to varying payroll-processing time, all parties covered 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 ten (10) days.
3. **Time of Payment of Wages.** The contractor or subcontractor shall pay the wages of its employees, in proportion to the work rendered or completed, on the day following the lapse of the ten (10) days payroll processing time.
4. **Interval of Time of Payment.** In all instances, the contractor or 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	Ten (10) days
Payroll Dates/Payment of Wages	Every 26 of the month and 11 of the following month

Nothing in this Advisory shall be construed to cause the diminution or substitution of any benefits and privileges currently enjoyed by the employees at the time of this issuance.

Be guided accordingly.


ROSALINDA DIMAPILIS BALDOZ
 Secretary

26 March 2014