



What Is This Module About?

As a worker, it is your duty to improve your skills in order to do your job better. This is one among the many responsibilities that you have toward your employer. Your employer also has responsibilities toward you. Do you know about these? What about your rights and benefits as a worker? Are you receiving them at present?

The aim of this module is to teach you about the things you need to know about your wages or salary as well as the benefits you are entitled to as a worker. It will also teach you how to compute your wages/salary. You will also learn about the deductions and the corresponding pay you should receive for each hour you work overtime. You will also know your employer's duties in case you meet an accident during working hours and your benefits as a member of the SSS (Social Security System) or GSIS (Government Service Insurance System).

The module is divided into two lessons:

Lesson 1 — *Workers' Benefits*

Lesson 2 — *Who Will Take Care of Me?*



What Will You Learn From This Module?

After studying this module, you should be able to:

- ◆ discuss your rights and benefits as a worker;
- ◆ compute your daily, weekly, monthly and annual income; and
- ◆ explain the roles of the GSIS and SSS and how employees may avail of the benefits they provide in case of workplace accidents.



Let's See What You Already Know

Before you start studying this module, answer the following questions first to see how much you know about the topic.

Write **Yes** on the line if the statement refers to proper workplace policies or to facts about a worker's rights and responsibilities, and **No** if it does not.

- _____ 1. A certain amount is deducted from your wages or salary for every minute that you come in late.
- _____ 2. Your employer explains to you how he or she computes your salary.
- _____ 3. As a worker, it is your duty to do your job to the best of your ability.
- _____ 4. You get paid even for days when you are absent because the employer deducts from your vacation leave credits.
- _____ 5. Your employer will take care of your medical expenses if you meet an accident in your workplace during regular working hours.
- _____ 6. You can claim medical benefits from the SSS or GSIS even if your illness is not work-related.
- _____ 7. Should your right ear be cut off while you're working, your employer will pay you an amount based on your SSS or GSIS contribution and your monthly wages/salary.
- _____ 8. A person who is self-employed cannot be a member of the SSS or GSIS.
- _____ 9. You get paid extra for work you render beyond eight hours daily.
- _____ 10. Deductions are made in your wages/salary to pay for the money you owe your employer.

Well, how was it? Do you think you fared well? Compare your answers with those in the *Answer Key* on page 54.

If all your answers are correct, very good! This shows that you already know much about the topic. You may still study the module to review what you already know. Who knows, you might learn a few more new things as well.

If you got a low score, don't feel bad. This means that this module is for you. It will help you understand important concepts that you can apply in your daily life. If you study this module carefully, you will learn the answers to all the items in the test and a lot more! Are you ready?

You may go now to the next page to begin Lesson 1.

Workers' Benefits

Good day to you! Are you ready to begin this lesson? It covers essential aspects of a worker's life—his/her wages or salary and the benefits he/she is entitled to as a worker. This lesson will be very useful to you whether you are employed or unemployed.

After studying this lesson, you should be able to:

- ◆ identify your rights and benefits as a worker;
- ◆ compute your daily wages based on your weekly, monthly and annual income; and
- ◆ compute the deductions from your salary.



Let's Read

Read and study the following situations relating to the life of a worker. Then answer the questions for each.

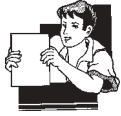
1. You've been working for several months now as a construction worker in a certain company. You are paid weekly for your work. How do you think your employer computes your income? Do you know how much the minimum wage is?

2. The garment factory where you work has received many orders for T-shirts. You are asked to work until 9:00 in the evening to try and meet the extra demands. This is more than your usual eight hours of work. Do you know how much you will receive as overtime pay? How should this be computed?

3. You usually come to work early. But one day, because of heavy traffic, you arrived 20 minutes late. On payday, you notice that your employer deducted

an amount from your basic pay. How much should the deduction be for 20 minutes of tardiness? How should this be computed?

Were you able to answer all the questions?



Let's Learn

Do you know that the current minimum wage (as of year 2000) in Metro Manila and some other regions in the Philippines is ₱ 250.00 a day? You may ask what a **minimum wage** is. It is the lowest possible wage rate set by the Regional Tripartite Wages and Productivity Board. This is for agricultural and nonagricultural employees and workers in every region of the country.

Minimum wages are increased to raise the standard of living of workers and their families, to give to the labor sector what is due them in terms of productivity, to help generate employment in the provinces and to allow businesses to grow and earn.

Minimum wage increases happen after the Board takes careful consideration of the following:

- ◆ the demand for minimum wage increase;
- ◆ prices of basic needs;
- ◆ cost of living;
- ◆ needs of workers and their families;
- ◆ need to encourage industries to invest in the provinces;
- ◆ improvement of the standard of living;
- ◆ current wage levels;
- ◆ employers' incomes and their capacity to pay the additional wages;
- ◆ effects on employment and family income; and
- ◆ equal distribution of income and wealth.



Let's Study and Analyze

Below are the ways by which daily, weekly and monthly wages/salaries are computed. Study them carefully.

Daily Wages/Salary

- a. Some workers are paid on a daily basis. At the moment, the minimum daily wage is set at ₱ 250.00. The daily wage may be more than ₱ 250.00 depending on the skill of the worker.

$$\text{₱ } 250.00 = \text{minimum wage per day}$$

- b. Some workers' daily wages are computed by dividing their monthly rates by either 22, 26 or 30 days. The number of days used to divide the monthly salary will depend on the company or organization's policies. For example, Company A may choose to compute the daily rate of its employees by dividing their monthly salaries by 22 days:

$$\begin{aligned} \text{Daily rate} &= \frac{\text{Monthly salary}}{22 \text{ days (excluding Saturdays and Sundays)}} \\ &= \text{₱ } 7,500.00/22 \end{aligned}$$

$$\text{Daily rate} = \text{₱ } 340.90$$

Company B may choose to divide its workers' monthly salaries by 26 days to get their daily rate:

$$\begin{aligned} \text{Daily rate} &= \frac{\text{Monthly salary}}{26 \text{ days (inclusive of Saturdays)}} \\ &= \text{₱ } 7,500.00/26 \text{ days} \end{aligned}$$

$$\text{Daily rate} = \text{₱ } 288.46$$

Company C may choose to divide its workers' salaries by 30 to get their daily rate:

$$\begin{aligned} \text{Daily rate} &= \frac{\text{Monthly salary}}{30 \text{ days (inclusive of Saturdays and Sundays)}} \\ &= \text{₱ } 7,500/30 \text{ days} \end{aligned}$$

$$\text{Daily rate} = \text{₱ } 250.00$$

Notice that the daily rate becomes lower as the number of days used to divide the monthly salary becomes higher.

Weekly Wages/Salary

Here is how to compute for your weekly wages/salary:

- a. If your regular working days are Mondays to Fridays:

$$\begin{aligned}\text{Weekly wages/salary} &= (\text{minimum wage}) (\text{number of days worked}) \\ &= \text{₱ } 250.00 \times 5 \text{ days (Monday - Friday)} \\ &= \text{₱ } 1,250.00\end{aligned}$$

- b. If your regular working days are Mondays to Saturdays, then compute for six days, as shown in the example below:

$$\text{₱ } 250 \times 6 \text{ days (Monday - Saturday)} = \text{₱ } 1,500.00$$

Monthly Wages/Salary

The monthly minimum wage should not be less than the daily minimum wage times 365 days divided by twelve. (The number 365 corresponds to the number of days in a year, while 12 is the number of months in a year.)

$$\begin{aligned}\text{Monthly minimum wage} &= \frac{\text{₱ } 250 \times 365}{12} \\ &= \text{₱ } 7,604.15\end{aligned}$$

When computing for salaries and wages, there are times when the answer has more than two numbers to the right of the decimal point.

For example:
$$\frac{\text{₱ } 250 \times 365}{12}$$
$$= \text{₱ } 7,604.1666666666666667$$

↑
decimal point

When computing money, you need to get the exact amount. This is why the answer above is ₱7,604.15. You can get this amount by rounding off the next two numbers after the period (centavo) to the nearest 5 or 10. For example, ₱7,604.1666666666666667 can be rounded off to the nearest 5 and be expressed as ₱7,604.15.

Here are other examples of *rounding off by 5 and 10*:

$$\begin{aligned}\text{₱ } 102.08 &= \text{₱ } 102.10 \\ \text{₱ } 299.94 &= \text{₱ } 299.90 \\ \text{₱ } 876.76 &= \text{₱ } 876.80 \\ \text{₱ } 345.99 &= \text{₱ } 346.00\end{aligned}$$

How many days do you come to work in a week? In a week, you are entitled to have one or two days of rest. People do not usually go to work on Saturdays and Sundays. However, Saturday may also be considered a working day depending on the regulation of the company you are working for.

Likewise, whether you are an employee in a factory or a company, you have the right to know how much you will get if you work overtime. This is called **overtime pay** or **OT pay**.

There are also provisions in the Labor Code stating that you should be given extra pay if you work on Sundays or holidays.

Article 93 on computation for rest day, Sunday or holiday work states that: (a) where an employee is made or permitted to work on his scheduled rest day, he shall be paid an additional compensation of at least thirty percent (30%) of his regular wage. Work performed on any special holiday shall be paid an additional compensation of at least thirty percent (30%) of the regular wage of the employee. Where such holiday work falls on the employee's scheduled rest day, he shall be entitled to an additional compensation of at least fifty percent (50%) of his regular wage.



Let's Read

We have studied how to compute for your daily, weekly and monthly income. Now let us talk about your overtime or additional pay. Read the story of Siony and Lina.

Adding, Subtracting



Every Saturday and during the start of the school year, many customers come to the store to buy school materials.



And because there are many customers . . .

Siony, we will keep the store open until 9:00 this evening.



Because Mr. Husto is in such a hurry, he leaves early. At 9:00 in the evening . . .



What time are we going to close? There are still plenty of people, even though we opened quite early, at around 7:00 this morning!



At around 10:00 . . .

Oh good, there are no more customers. I can close down now!



At home . . .

Ate, why did you arrive home late?

There were a lot of customers today. It's already the start of school.



Her mother interrupts . . .

Will you be properly compensated for your extra work? I have heard that Mr. Husto does not give the proper overtime pay!



Well, Inay, he should pay what is due me! I am very exhausted today because of so many customers.



You should have asked him if he will pay for your work beyond the regular hours!



He was in a hurry to go home. I'll ask the cashier first thing tomorrow! Oh, the cashier won't be there, it's Sunday!



On Monday . . .

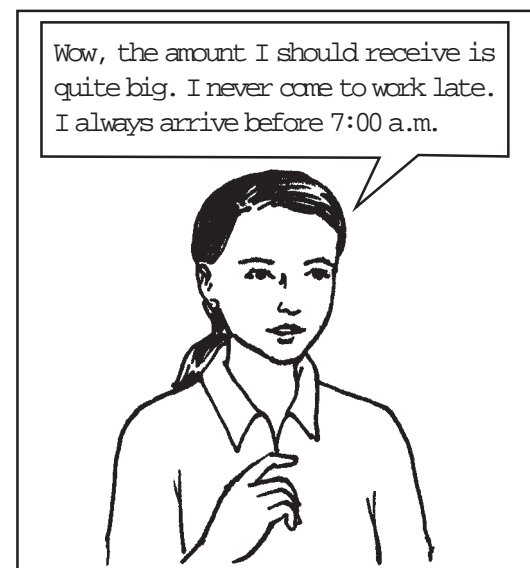
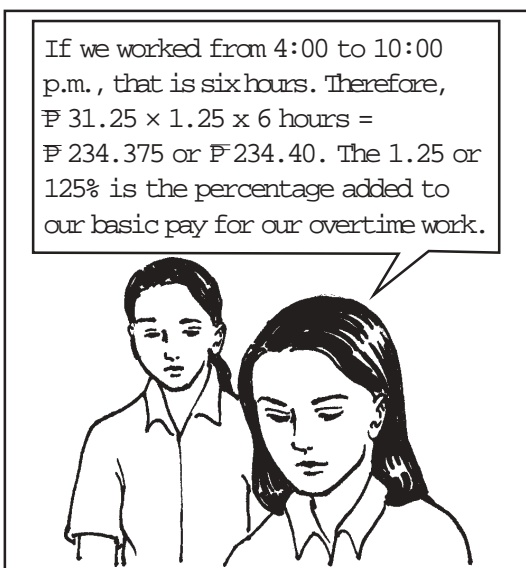
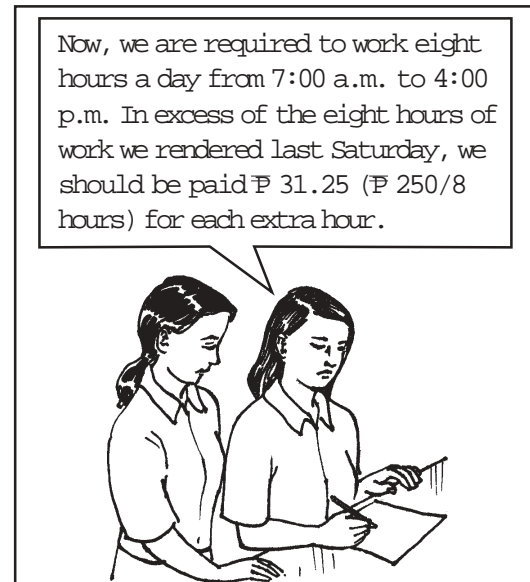
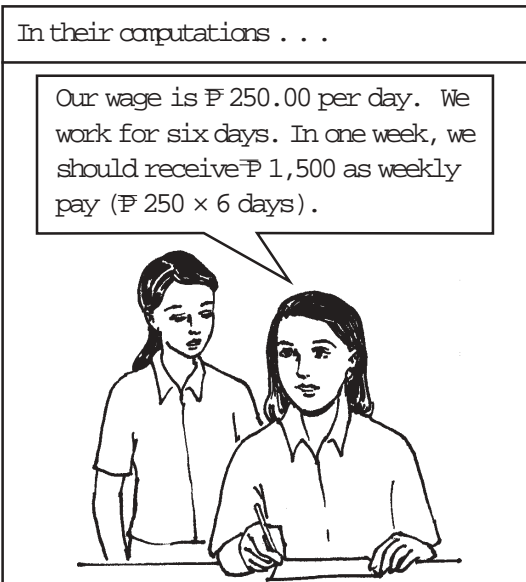
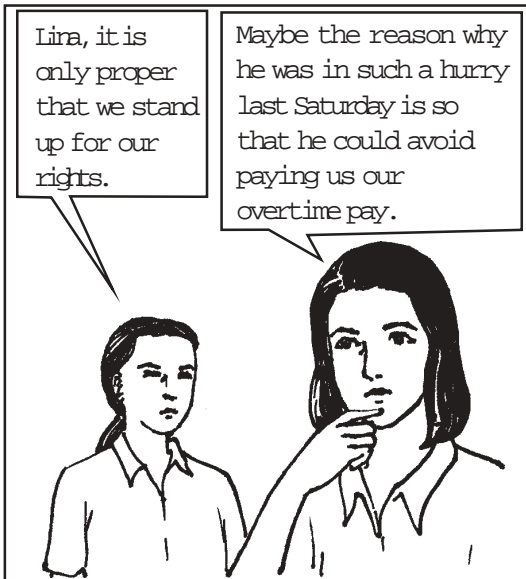
Lina, are we going to receive overtime pay for last Saturday's work?

Mr. Husto did not mention anything.

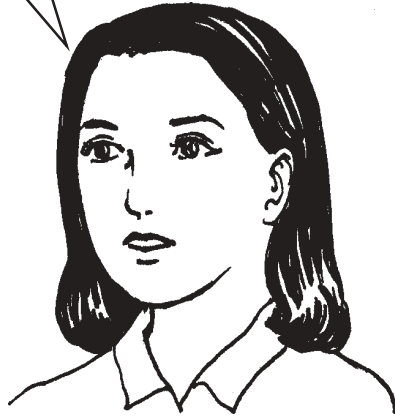


What does he think? That our work is a labor of love? The store is earning a lot of money!





That is precisely my problem, because last Thursday I was late by one and a half hours. And then last Friday I arrived at 7:45 a.m.



So how much should I receive?

You will receive ₱ 1,734.40, including your overtime pay. (₱ 1,500 + ₱ 234.40 = ₱ 1,734.40).



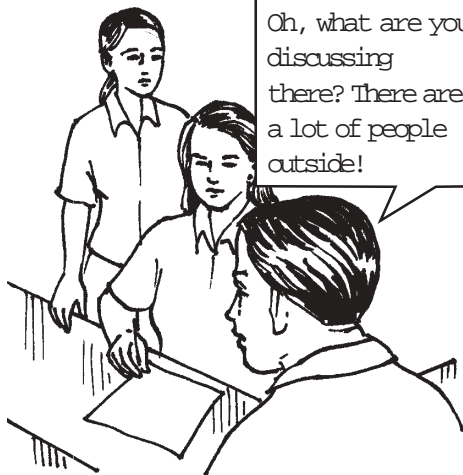
As for me, I have to subtract a corresponding amount for the minutes I arrived late for work.

If I am paid ₱ 31.25 per hour, then every minute has a value of ₱ 0.5208 or ₱ 31.25/60 minutes. As I was late for 1½ or 90 minutes on Thursday and 45 minutes on Friday, all in all, I was late for 135 minutes. One hundred thirty-five minutes times ₱ 0.52 equals ₱ 70.20. That means ₱ 70.20 will be deducted from my weekly pay. I will be receiving ₱ 1663.80 (₱ 1500 + ₱ 234 - ₱ 70.20 = ₱ 1663.80).



Suddenly . . .

Oh, what are you discussing there? There are a lot of people outside!



Er, Mr. Husto, they're just looking around. And besides, we are not being negligent!

What time will we be receiving our salary?



Oh, yes. Lina will take care of it. You will get your usual pay.



What do you mean *usual pay*? Last Saturday, we left our work late due to the numerous customers. Shouldn't we be paid for *overtime work*?



Oh yes. I was in such a hurry. All right, you'll get a bonus of fifty pesos each!

But, Mr. Husto, there is a process for computing overtime pay. It goes like this . . .



Very well! Explain it later and we'll just add it if the computation is correct. For now, here are your salaries of P 1,500.00 each. By the way, I have not yet deducted the fines for the times you came in late, Lina.



Well, Mr. Husto, I have also computed those. I'll explain that too.



All right, today you may go home early. You can close down at 4:00 p.m. since it is a Monday and there are few customers. Let's talk again later!





Let's Review

1. What do you think will happen? Will Mr. Husto pay Lina and Siony for their overtime work?

2. How did Lina and Siony compute their overtime pay? Show their computation in the box below.

3. How did Lina compute her deductions? Show her computation in the box below.

4. Do you think Mr. Husto's offer of fifty pesos as bonus is a fair payment for the six hours of overtime work rendered by Lina and Siony? Explain your answer.

Compare your answers with those in the *Answer Key* on page 55.

Were you able to answer all the questions correctly? If so, then good! You know how to compute your overtime pay and deductions. If you made mistakes, review what we have discussed so far to be able to understand them better.

Let us study the computations made by Siony and Lina more closely.



Let's Study and Analyze

How Much Should Be Added?

Workers like you are often asked to work for more than the eight regular working hours per day. You should know how much you are being paid for these extra hours. This way, you can compute the additional pay you are entitled to. This is how to compute for it:

First, compute your hourly wage.

$$\frac{\text{Daily wage}}{8 \text{ hours}} = \text{hourly wage}$$

For example, if you are receiving ₱ 275 per day:

$$\frac{\text{₱ } 275.00}{8 \text{ hours}} = \text{₱ } 34.375 \text{ or } \text{₱ } 34.40 \text{ per hour}$$

If you worked overtime for only a few minutes, this is what you should receive for every minute you worked:

$$\frac{\text{₱ } 34.375 \text{ (hourly wage)}}{60 \text{ minutes (minutes per hour)}} = \text{₱ } 0.5729 \text{ per minute}$$

Note that your overtime pay should be equivalent to your regular hourly or minutely rate plus an additional percentage depending on which day you worked extra. The added percentage is different for weekdays, Saturdays and Sundays. For working overtime:

- ◆ on a weekday, you should receive 25% more than your regular rate.
- ◆ on a Saturday, you should receive 30% more than your regular rate.
- ◆ on a Sunday, you should receive 40% more than your regular rate.

For example, if you worked 30 minutes overtime during a regular working day, your overtime pay should be computed like this:

$$(\text{minutely rate}) (\text{overtime percentage rate}) (\text{minutes worked})$$

$$\text{₱ } 0.5729 \times 1.25 \times 30 \text{ minutes} = \text{₱ } 21.483 \text{ or } 21.50$$

The overtime percentage rate during regular working days is 125% or 1.25.

Let us try some more examples:

1. This is how you should compute your overtime pay for regular working days if you earn ₱ 250.00 per day:

$$\frac{\text{₱ } 250.00}{8 \text{ hours}} = \text{₱ } 31.25 \text{ per hour} \times 1.25 = \text{₱ } 39.06 \text{ or } 39.10 \times \text{number of hours of overtime work}$$

↑
↑
 overtime percentage rate
 for regular working days

Your overtime rate for regular working days (Mondays to Fridays) would be ₱39.10 per hour.

$$\text{₱ } 39.10 \times \text{the number of hours you worked overtime} = \text{total overtime pay}$$

2. This is how you should compute your overtime pay for Saturdays:

$$\frac{\text{₱ } 250.00}{8 \text{ hours}} = \text{₱ } 31.25 \times 1.30 = \text{₱ } 40.625 \text{ or } 40.60 \times \text{number of hours of overtime work}$$

↑
↑
 overtime percentage rate for Saturdays hourly overtime rate for Saturdays

Your overtime rate for Saturdays would be ₱40.60 per hour.

$$\text{₱ } 40.60 \times \text{the number of hours you worked overtime} = \text{total overtime pay}$$

3. This is how you should compute your overtime pay for Sundays:

$$\frac{\text{₱ } 250.00}{8 \text{ hours}} = \text{₱ } 31.25 \times 1.40 = \text{₱ } 43.75 \times \text{number of hours of overtime work}$$

↑
↑
 overtime percentage rate for Sundays hourly overtime rate for Sundays

Your overtime rate for Sundays would be ₱43.75 per hour.

$$\text{₱ } 43.75 \times \text{the number of hours you worked overtime} = \text{total overtime pay}$$



Let's Try This

Compute the overtime pay of the people in the situations below. They all work from Mondays to Fridays and earn ₱ 250.00/day.

1. Susie's regular working hours are from 8:00 a.m. to 5:00 p.m. Last Saturday, she worked overtime. She came in at 8:15 a.m. and went home at 6:15 p.m. Compute how much overtime pay she should receive. Deduct one hour from her total working hours for her lunch break.

2. For the past three days, Eva has been working overtime from 5:00 p.m. to 8:00 p.m. Compute her total overtime pay for the past three days.

3. In Benny's office, regular working hours are from 9:00 a.m. to 6:00 p.m. Last Friday, Benny's boss asked him to report on Sunday so they could prepare for a training session on Monday. Compute Benny's overtime pay if he worked from 9:35 a.m. to 5:35 p.m that Sunday. Deduct one hour from his total working hours for his lunch break.

Compare your solutions with those in the *Answer Key* on page 56.



Let's Read

How Much Should Be Subtracted?

Have you ever wondered why sometimes your salary is lower than usual? How many times have there been deductions in your wages/salary? Aside from knowing how to compute your daily, weekly and monthly pay, you should also know how to compute your deductions.

Sometimes you are sent home because of strong typhoons and blackouts. During these times, your employer should not deduct anything from your wages/salary. However, if you come late for work or leave work early, your employer may deduct the equivalent number of minutes or hours from your salary.

Example:

You are paid a daily wage of ₱250.00 and your hourly rate is ₱31.25, as shown below.

$$\frac{\text{₱ } 250.00}{8 \text{ hours}} = \text{₱ } 31.25 \text{ per hour}$$

If you were late by a total of three hours in a week:

$$\frac{\text{₱ } 250.00}{8 \text{ hours}} = \text{₱ } 31.25 \times 3 \text{ hours} = \text{₱ } 93.75 \leftarrow \text{This is the amount your employer will deduct from your week's salary.}$$

$$\text{₱ } 250.00/\text{day} \times 6 \text{ days of work (Monday – Saturday)} = \text{₱ } 1,500$$

This amount (₱1,500) is your full week's salary for working from Monday to Saturday.

$$\text{₱ } 1,500 - 93.75 = \text{₱ } 1,406.25 \leftarrow \text{This is your week's salary, minus the three hours you were late.}$$

In computing your overtime pay or deductions from your salary, you should get your hourly or minutely rate first. After computing this, you can then compute your weekly income by adding your OT pay and then subtracting the necessary deductions.



Let's Try This

Study the following situations, then do what is asked. Assume that regular working days are from Mondays to Fridays. Assume also that both persons in the two situations earn ₱ 250.00/day.

1. Beth is wondering why her salary is lower than usual. Then she remembers that she was late for work on two occasions. The first was when she had to go to her daughter's school last Wednesday. She was late for three hours. The second was when she woke up late and came to work at 9:45 a.m. Compute her deductions if her regular working hours are from 8:00 a.m. to 5:00 p.m.

2. Hector came in at 10:00 a.m. today because his head was aching. Compute his deductions if regular working hours are from 8:00 a.m. to 5:00 p.m.

Compare your answers with those in the *Answer Key* on page 57.



Let's Study and Analyze

Aside from fines for tardiness and absences, there are other items deducted from your salary. Here are some of these deductions:

- ◆ **SSS or GSIS contributions.** These are monthly deductions from workers' salaries remitted to the SSS or GSIS. Deductions are based on salary brackets. Employers also remit a corresponding amount. For example, let's suppose that you are an employee of a private company and your monthly salary is ₱5,000.00. You belong to salary bracket IX where the range of compensation is from 4,750 to 5,249.99. Therefore, your SSS contribution is ₱166.70. Your employer's contribution is ₱263.30.
- ◆ **Deductions for loans from the SSS or the GSIS.** Members of these insurance agencies are allowed to make different kinds of loans based on their contributions. To pay for these loans, the company or employer deducts monthly amortizations which are remitted to the agencies.
- ◆ **PhilHealth (Philippine Health Insurance Corporation) contributions.** PhilHealth is a private corporation which takes care of the National Health Insurance Program or NHIP. It is also based on monthly salary ranges. Like SSS and GSIS, there is an employer share remitted to PhilHealth, too. For example, if your monthly salary is ₱5,000.00, your monthly share is ₱62.50. Your employer's contribution is the same amount.

Monthly Salary Range		Monthly Contribution	Employer's Share	Employee's Share
From	To			
0.00	3499.99	75.00	37.50	37.50
3500.00	3999.99	87.50	43.75	43.75
4000.00	4499.99	100.00	50.00	50.00
4500.00	4999.99	112.50	56.25	56.25
5000.00	up	125.00	62.50	62.50

- ◆ **Withholding tax.** This is a deduction made by the employer as advance payment for your income tax. Employers are required to deduct monthly withholding taxes from their employees based on a scale made by the Bureau of Internal Revenue (BIR). This is to facilitate the payment of income taxes and to help the employee ease the burden of paying a large amount of money on a one-time basis.
- ◆ **PAG-IBIG contributions.** The PAG-IBIG Fund is an agency which lends money for housing. PAG-IBIG contributions are deducted monthly from a worker's salary.
- ◆ **Advances.** Some workers who need money badly request to be paid by the employer or company in advance. Their advances are deducted from their salary on the payday following the advance.

There are other items which are not regularly deducted from your salary. For example, if you made a long-distance telephone call to your mother from the office, you are obliged to pay for that particular phone call. Your employer will deduct the amount from your salary.

Look at the sample pay slip below showing the different items usually deducted from a worker's wages/salary.

SUPERCLEAN SERVICES CORPORATION PAY ADVICE			
Employee Name: ZIGA, ROBERT P.		Pay Period: 07/01/00 to 07/15/00	
Employee No. : 23576			
EARNINGS		DEDUCTIONS	
DAYS WORKED	13	DEDUCTIONS	
DAILY RATE	250.00	FOR LEAVING EARLY/ARRIVING LATE	69.90
HOURLY RATE	31.25	SSS	250.00
		SSS LOANS	135.00
BASIC PAY	3,250.00	PHILHEALTH	62.50
ALLOWANCE	0.00	PAG-IBIG	200.00
REG. OT PAY (125%)	273.45	WITHHOLDING TAX	152.47
SAT. OT PAY (130%)	245.75	ADVANCES	0.00
SUN. OT PAY (140%)	131.25		
OTHERS	0.00		
	-----		-----
GROSS PAY	3,900.45	TOTAL DEDUCTIONS	869.87
TOTAL DED.	869.87		=====

NET PAY	3,030.58		
	=====		



Let's Try This

How many hours did Robert Ziga work overtime during:

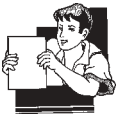
1. regular days?

2. Saturdays?

3. Sundays?

4. How many hours was Robert tardy or late?

Compare your answers with those in the *Answer Key* on page 58.



Let's Learn

What happens if you are sick and cannot report for work? Will a certain amount be deducted from your salary for your absence? Usually, you have the privilege to be absent from work for a maximum of 30 days a year and still receive your full salary. The allowable number of absences because of illness is 15 days. This is called **sick leave**. The remaining 15 days may be used as **vacation leave**. You can use these leave credits for relaxation, rest or vacation. So, in case you need to be absent from work, you can tell your employer to charge it to your sick or vacation leave. You should not have any deductions in your wages/salary. They should only deduct from your salary if you exceed the number of your allowed absences.



Let's See What You Have Learned

Study the following situations and answer the questions.

1. Bart works in a restaurant and receives ₱ 310.00 per day from Mondays to Fridays. He usually works from 8:00 a.m. to 5:00 p.m. Today, he arrived at 8:00 a.m. His employer sent him home at 3:00 p.m. because of heavy rains. Should any amount be deducted from his salary? _____

2. Crisabel was late for work three times last week: 40 minutes on Monday, 30 minutes on Wednesday and one hour on Thursday. How much should be deducted from her week's salary if she earns ₱ 300.00 per day and works 8 hours a day from Mondays to Saturdays? (Show your solution in the box provided.)

How much will she earn for last week's work after deductions for her tardiness are made in her salary? (Show your solution in the box.)

3. Anna hired Nardo to build her house. She pays him ₱ 250.00 a day. He works for eight hours per day, Mondays to Fridays. Last week Anna ordered Nardo to work an additional three hours per day for one week and eight hours on Saturday. How much should he get for last week's work?

Compare your answers with those in the *Answer Key* on page 59. How did you fare in the test? Did you get all the answers right? If so, very good. If not, review what we have discussed in this lesson before proceeding to the next one.



Let's Remember

- ◆ To compute your weekly wages/salary:

$$\text{weekly wages/salary} = (\text{minimum wage}) (\text{number of regular working days})$$

- ◆ There are three ways to compute your daily wage depending on the policies of the company or employer you are working for:

$$\text{Daily rate} = \frac{\text{Monthly wages/salary}}{22 \text{ days (excluding Saturdays and Sundays)}}$$

$$\text{Daily rate} = \frac{\text{Monthly wages/salary}}{26 \text{ days (inclusive of Saturdays)}}$$

$$\text{Daily rate} = \frac{\text{Monthly wages/salary}}{30 \text{ days (inclusive of Saturdays and Sundays)}}$$

- ◆ To compute your hourly rate:

$$\text{Hourly rate} = \frac{\text{Daily wage}}{8 \text{ hours}}$$

- ◆ To compute your overtime pay:

1. Regular days

- a. Compute your hourly rate.

- b. Then multiply:

$$\text{hourly rate} \times \text{number of hours of overtime work} \times 1.25$$

2. Saturdays

- a. Compute your hourly rate.

- b. Then multiply:

$$\text{hourly rate} \times \text{number of hours of overtime work} \times 1.30$$

3. Sundays and holidays
 - a. Compute your hourly rate.
 - b. Then multiply:

$$\text{hourly rate} \times \text{number of hours of overtime work} \times 1.40$$

◆ To compute your deductions:

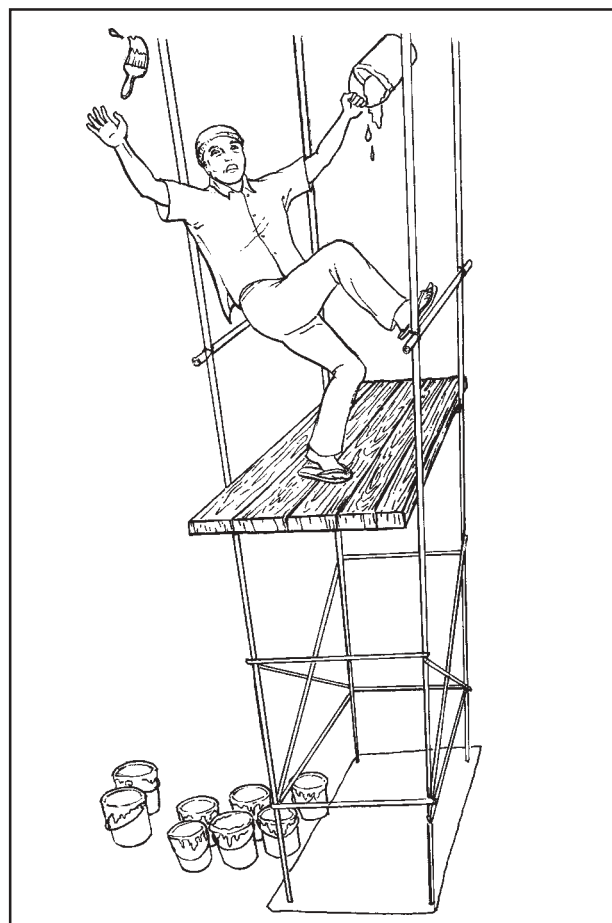
1. Compute your minutely or hourly rate.
2. Add the total number of minutes or hours you have been late in a week.
3. Then multiply:
 $(\text{hourly or minutely rate}) \times (\text{number of hours or minutes tardy})$
= total deductions
4. Subtract the corresponding amount from your weekly pay.

Who Will Take Care of Me?

Are you aware of your privileges and benefits as a worker? Did you know that your employer is responsible for you should you get sick or meet an accident at work? These things will be discussed in this lesson.

After studying this lesson, you should be able to:

- ◆ identify the responsibilities of an employer in case of a workplace accident causing injury to an employee;
- ◆ explain the roles of insurance agencies such as the GSIS and SSS and how employees may avail of their benefits in case of workplace accidents;
- ◆ identify articles in the Labor Code that are meant to protect your rights as an employee; and
- ◆ fill up important documents related to health and safety in the workplace, like Medicare, SSS and others.



Did you know that construction workers often become victims of accidents like the one shown in the picture?



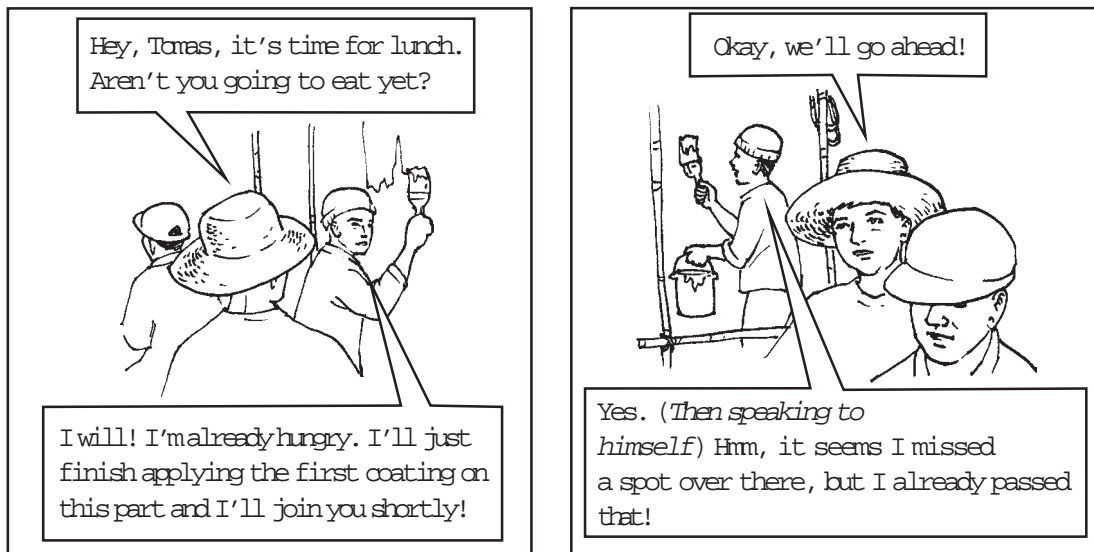
Let's Read

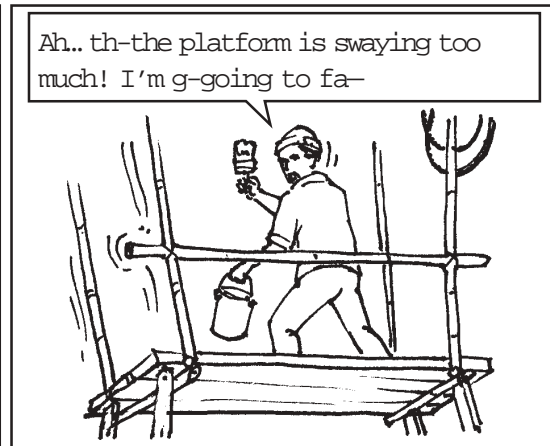
Let us follow the story of the construction worker in the picture. He is Tomas. He fell from the third floor of the building they were constructing. Read the following comic strip to find out what happened. You can also listen to the audio tape if you have a cassette player.

Who Will Take Care of Me?

Characters:

<i>Tomas</i>	—	construction worker involved in the accident
<i>Lydia</i>	—	Tomas' wife
<i>Sally</i>	—	cousin of Tomas, SSS employee
<i>Dr. Cortez</i>	—	Tomas' physician
<i>Mr. Juco</i>	—	Tomas' employer
<i>Junjun</i>	—	Tomas' son
<i>Jennifer</i>	—	Tomas' daughter
<i>Carla</i>	—	Tomas' other daughter
<i>Mike</i>	—	Tomas' youngest child





At the hospital . . .

Doctor, how is my husband?

He had a serious fall. A bone in his foot was not only broken – it was crushed.



Is there a remedy for his injuries?

We're doing our best, madam. We will apply a plaster cast after we have X-rayed his foot, but due to your husband's age it would probably take a long time before it heals fully. We may have to operate on his foot. It might take ten months to a year before it heals completely.

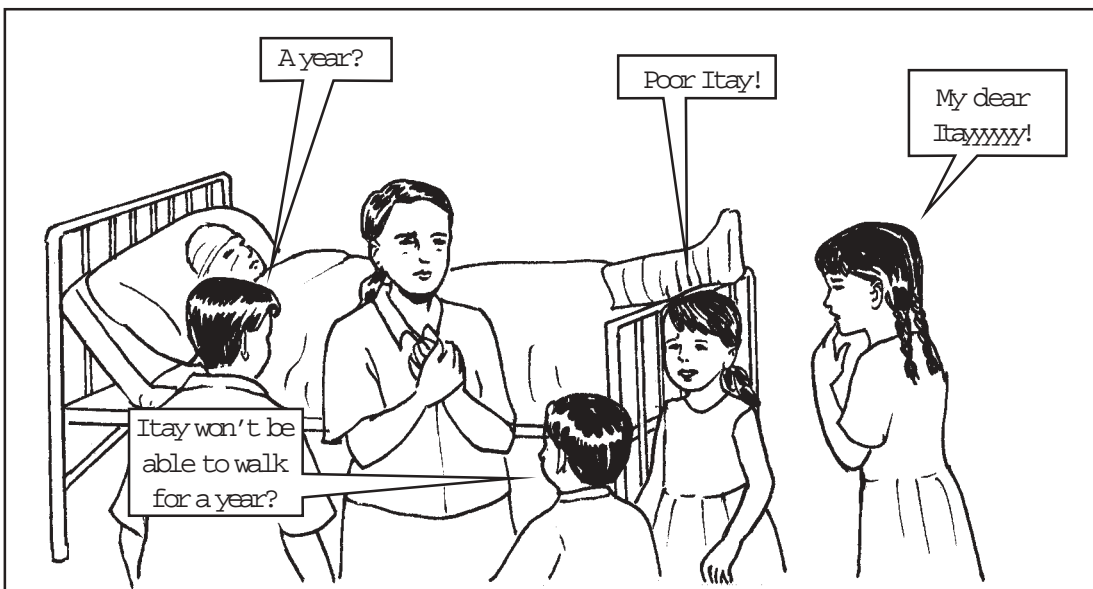


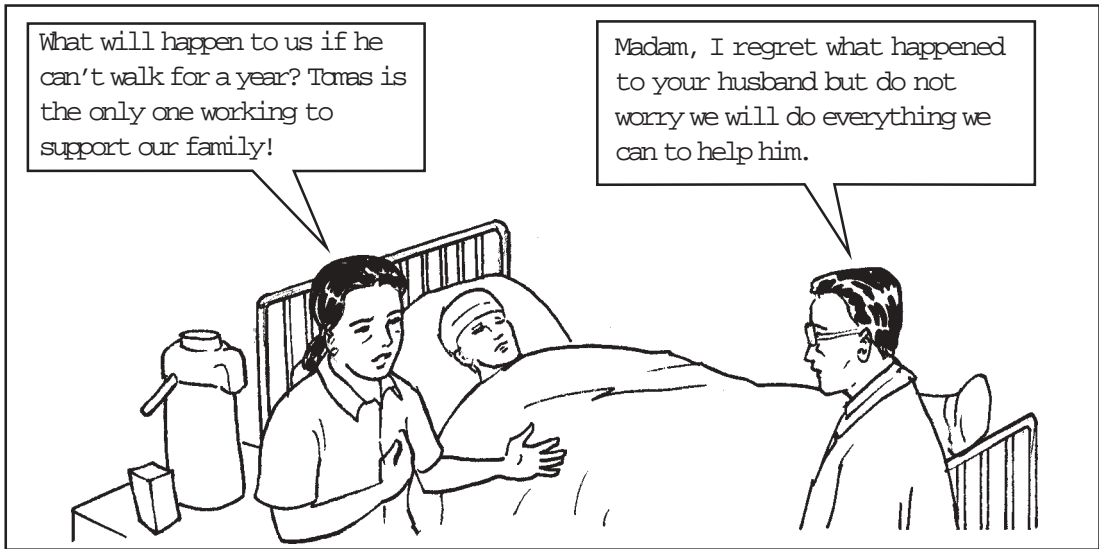
A year?

Poor Itay!

My dear Itayyyyy!

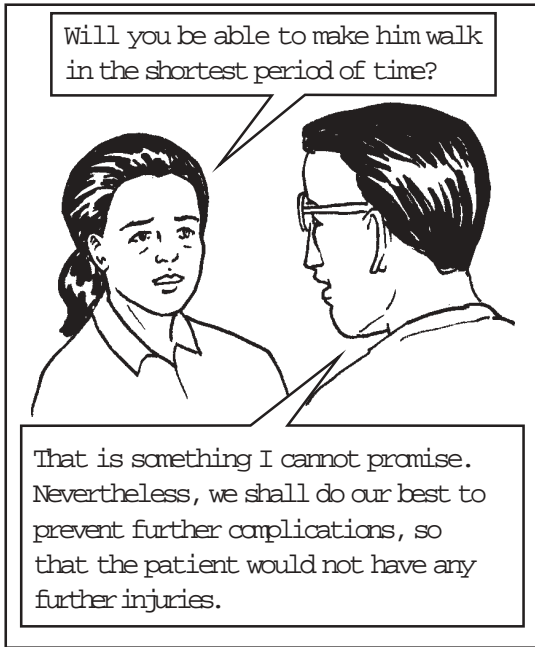
Itay won't be able to walk for a year?





What will happen to us if he can't walk for a year? Tomas is the only one working to support our family!

Madam, I regret what happened to your husband but do not worry we will do everything we can to help him.



Will you be able to make him walk in the shortest period of time?

That is something I cannot promise. Nevertheless, we shall do our best to prevent further complications, so that the patient would not have any further injuries.



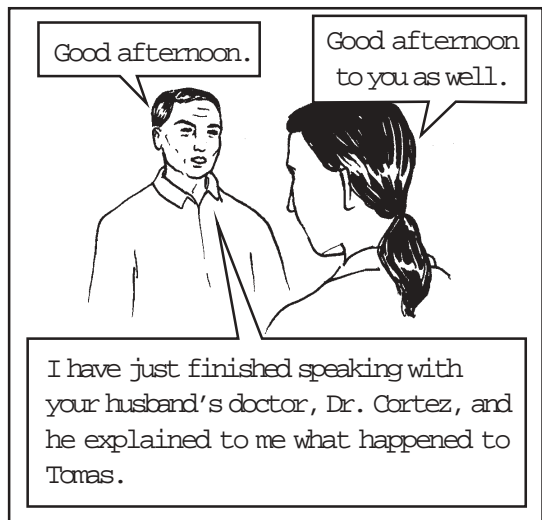
What will happen to us now, 'Nay?

I don't know, Jennifer! I don't know! Up to now I'm still confused!



Inay, isn't that Mr. Juco, father's boss, approaching us?

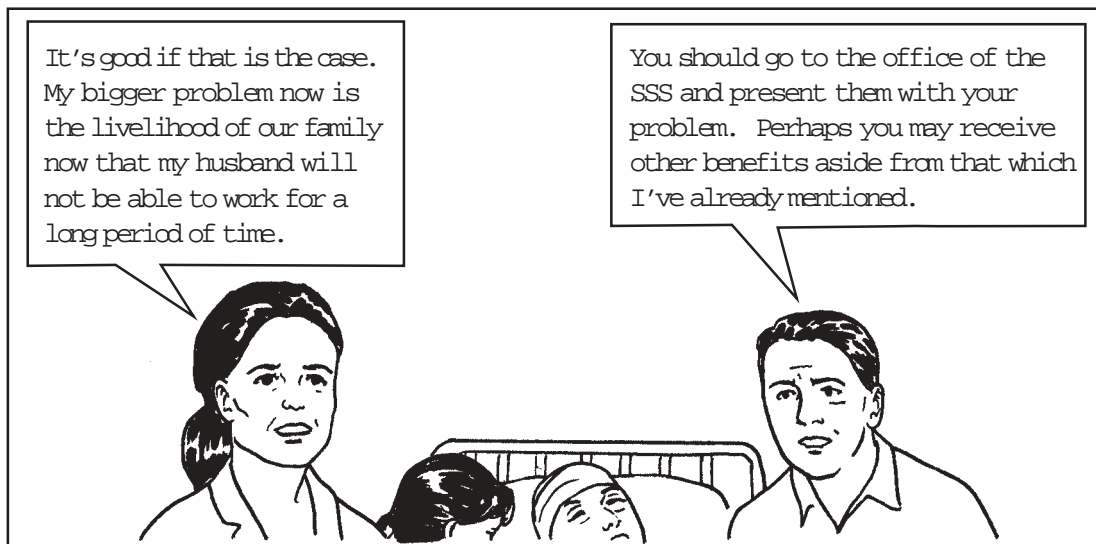
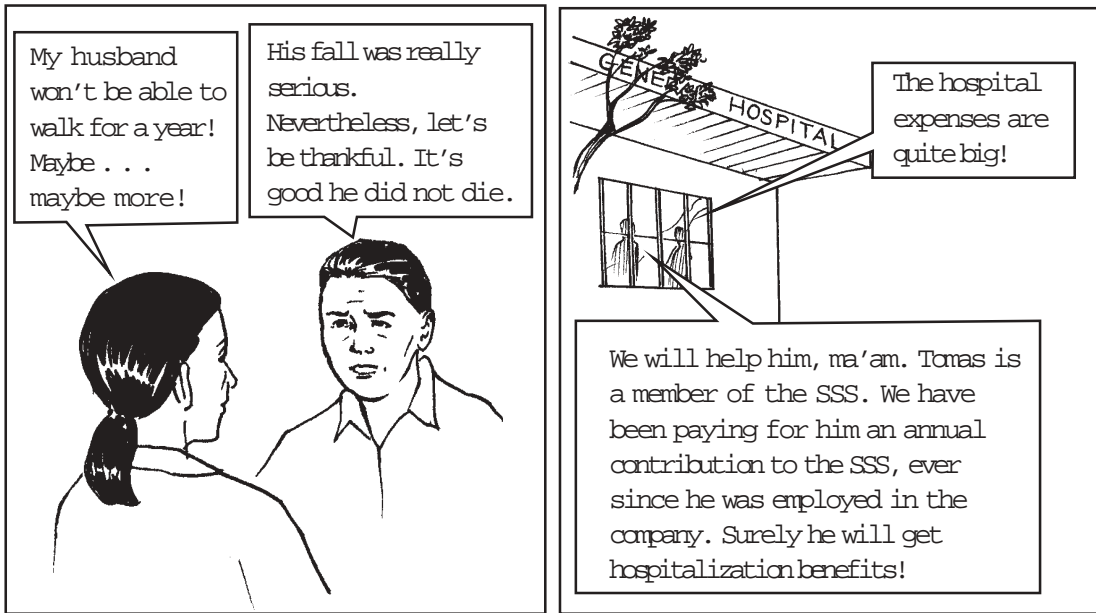
Yes, it's him!

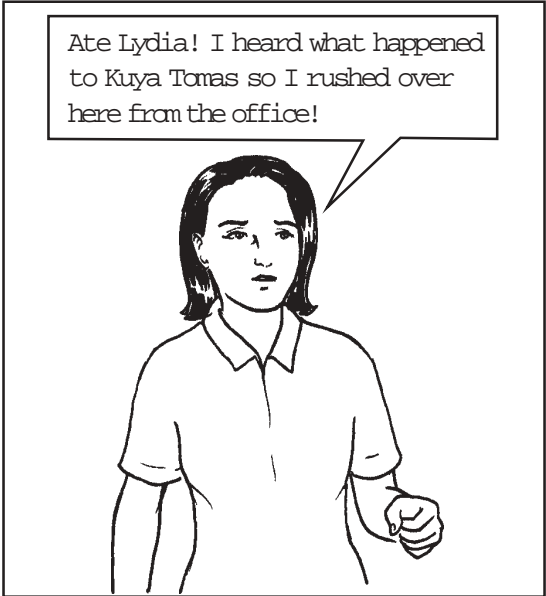
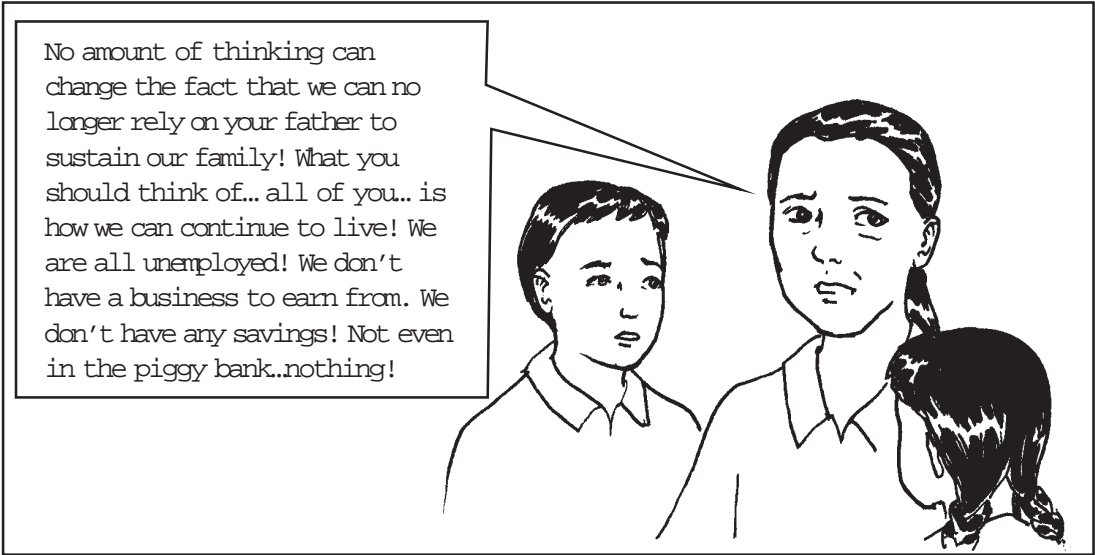


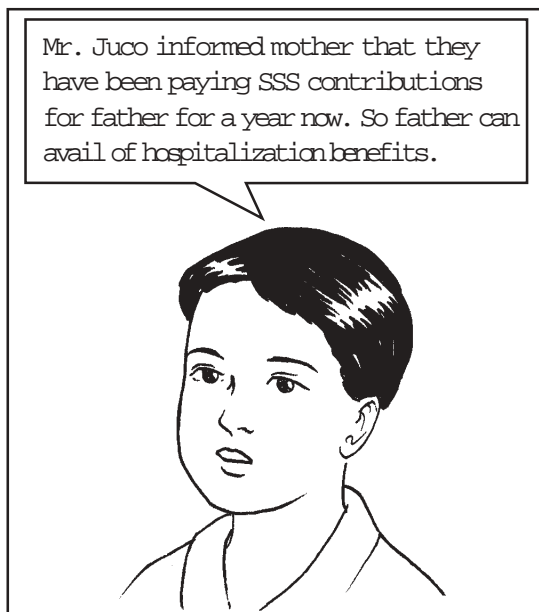
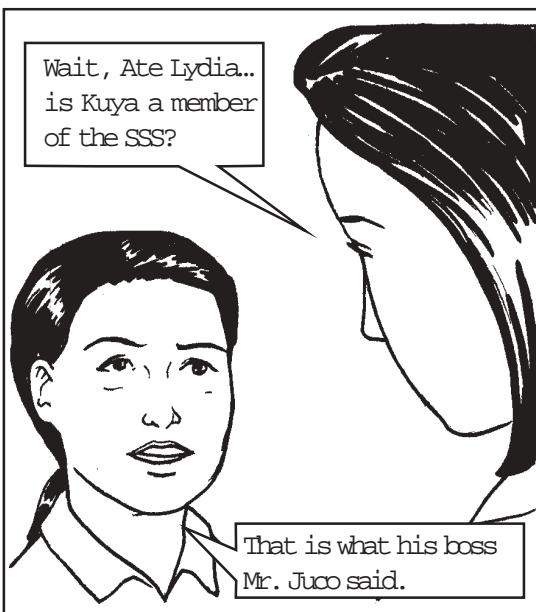
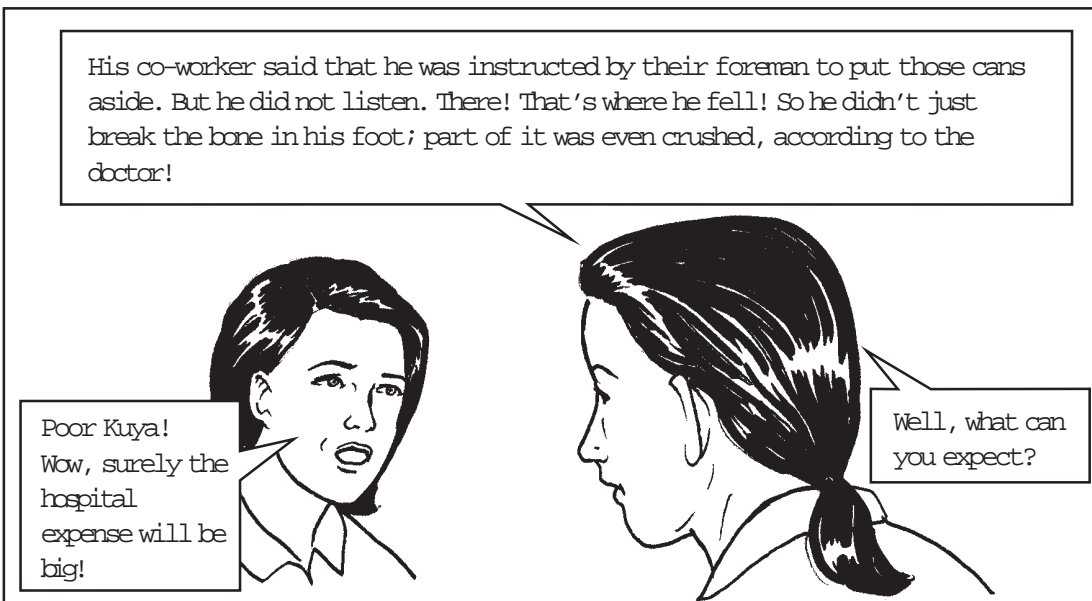
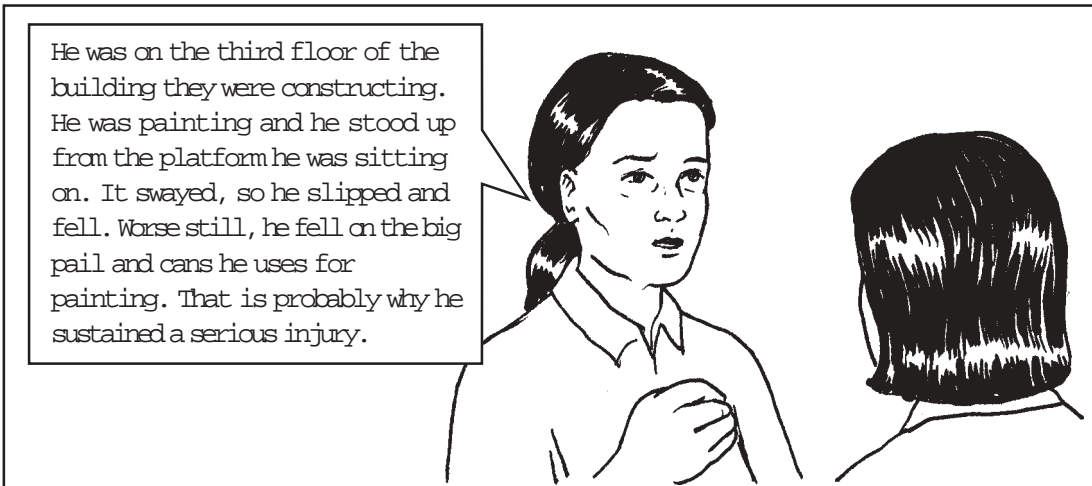
Good afternoon.

Good afternoon to you as well.

I have just finished speaking with your husband's doctor, Dr. Cortez, and he explained to me what happened to Tomas.



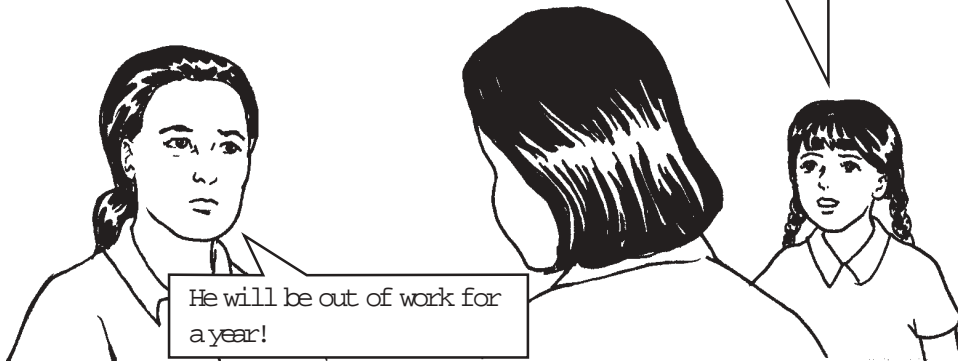




That's right. SSS will provide him with free medical services and equipment for his cure and recovery. This is subject to the rules set by the Employees' Compensation Committee. Nevertheless, what happened to Kuya Tomas is really bad.



That's true, Tita! Because the doctor said that it may take a year or more before father's foot heals completely!



He will be out of work for a year!

Sally, you work at the SSS, right?



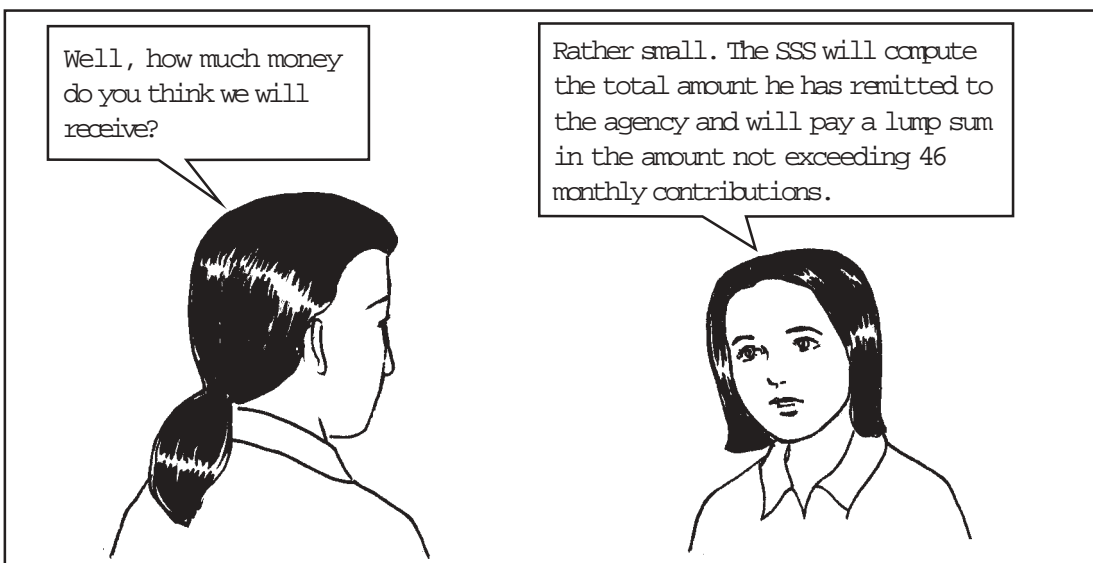
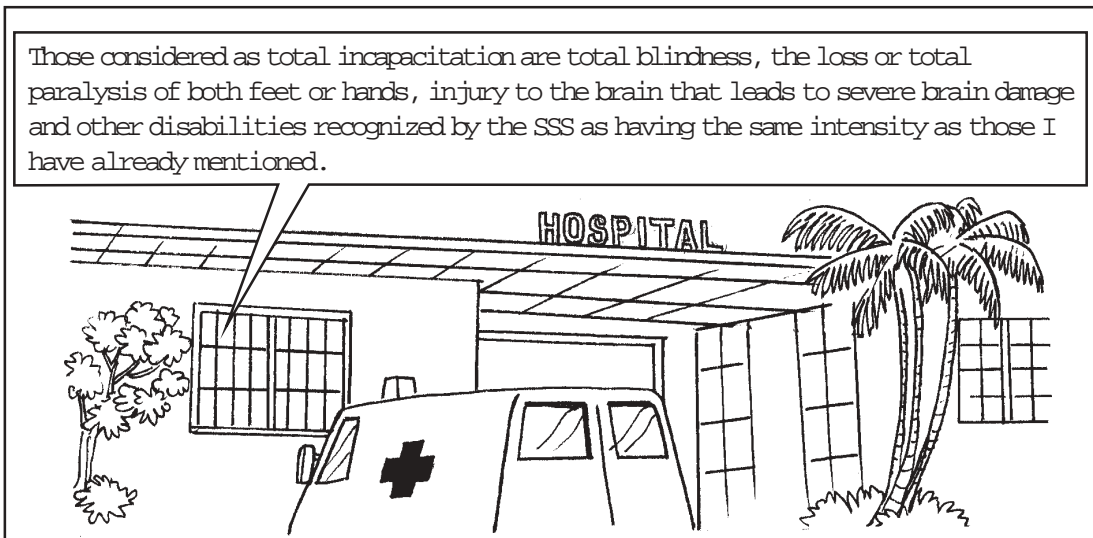
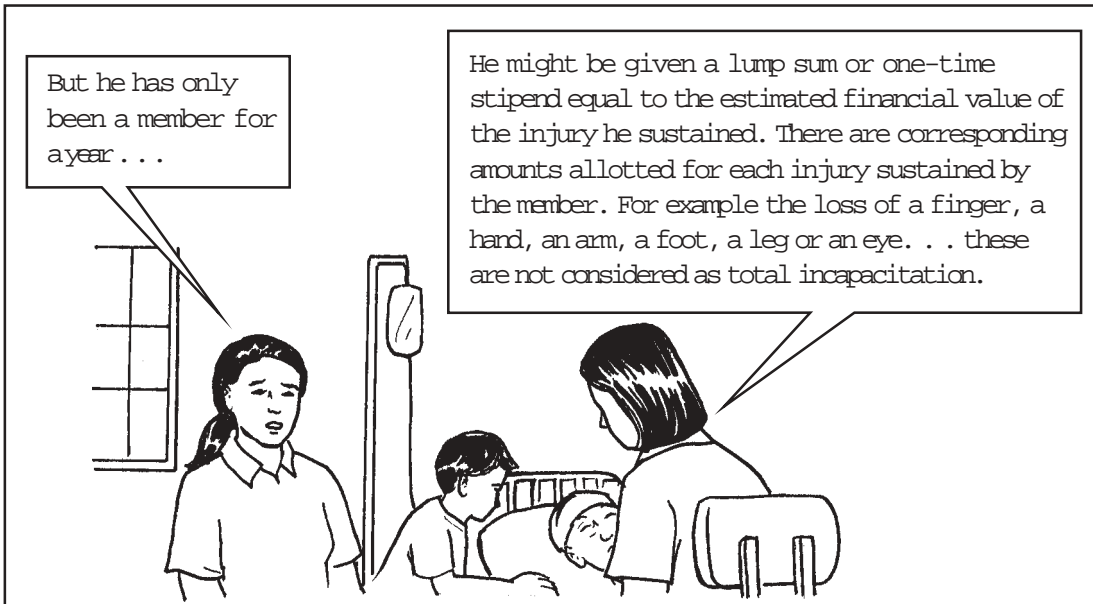
Yes, Ate.

Please help us! Do you know of other benefits which your Kuya may get aside from the ones we have discussed? Will we receive a monthly stipend?



You know, Ate, that monthly pension is based on the amount contributed and the length of membership at the SSS. Kuya should have been a member for at least three years before he gets a monthly pension.



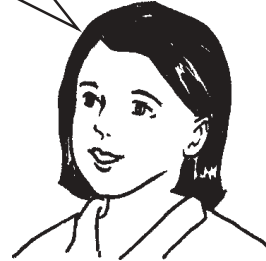


He should have become an SSS member much sooner! That way we would be receiving more money now!



Don't lose hope, Ate Lydia. God is merciful.

Even if Kuya Tomas is unable to walk, he can still help you because he won't be incapacitated forever. You will see, when he gets out of the hospital, he'll think of a way to earn a living no matter what!

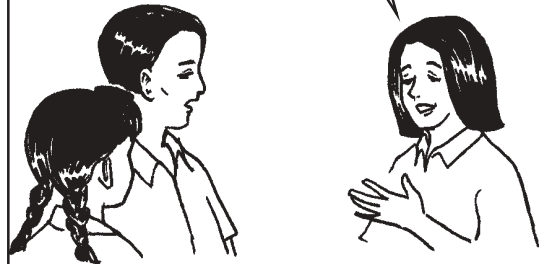


You are right, Sally. As they say, while there is life there is hope. Er, in case an SSS member dies due to an accident, will his or her family receive a big amount of money?



Mother!

Oh really, Ate! Well, that's an entirely different issue!





Let's Review

1. What happened to Tomas?

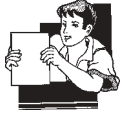
2. What do you think the SSS and the GSIS are for?

3. What benefits will the SSS surely give Tomas?

4. How long should Tomas be a member of the SSS before he can get a monthly pension?

5. Given that Tomas has been a member of the SSS for only one year, what other benefits might he receive?

Compare your answers with those in the *Answer Key* on page 60.



Let's Learn

The Social Security System (SSS) and the Government Service Insurance System (GSIS) are both insurance agencies for workers. The SSS provides insurance for workers hired by private companies while the GSIS provides insurance for government workers. Both agencies provide protection for workers and their families. They give financial assistance in times when a member-employee cannot work due to injuries or illnesses or has financial problems.

It is a good thing to be a member of the SSS or GSIS because you would be able to avail of many benefits in times of dire need such as salary loans, hospitalization and accident benefits and pensions. Are you a member? The Labor Law provides that a worker, whether in private or government office, must be a member of either the SSS or the GSIS.

In situations like that of Tomas, you can claim benefits as a member of the SSS or the GSIS if investigation will show that your injury is work-related. But you can claim benefits only if you are a member and your employer pays the monthly remittances to the agency concerned on time.



Let's Read

Here are some important laws written in the Labor Code relating to employees' benefits.

1. ***Aklat Apat (Health, Safety and Social Welfare Benefits) Medical, Dental and Occupational Safety, Article 157.***

It is the obligation of the employer to give free medical and dental services including nurses, doctors, and dentists to workers if his/her employees number 50 or more. If there is no nurse, doctor or dentist in the company, the employer must pay for all the expenses that his/her employees might encounter when they have to consult such medical professionals.

2. ***Employees' Compensation and State Insurance Fund***

This is stipulated in the second title of *Aklat Apat* (Fourth Book). Being a member of the Social Security System (for private companies or self-employed workers) or the Government Service Insurance System (for those working in the government) will ensure the security of workers and their families. They can get their corresponding salaries, free medical assistance and medicines in case of accidents, incapacity or death related to work. The worker can reimburse his/her medical expenses even if he/she is not at work.

3. ***Medical Benefits (Article 185 of the Labor Code on Medical Services)***

This states that immediately after an employee contracts sickness or sustains an injury, he/she shall be provided by the system (GSIS or SSS) during the period of his/her disability with such medical services and appliances that may be necessitated by the nature of his/her sickness or injury and the progress of his/her recovery.

4. Article 191 (Temporary Total Disability)

Any employee who sustains an injury or contracts sickness resulting in temporary total disability shall for each day of such disability or a fraction thereof be paid by the system an income benefit equivalent to ninety percent (90%) of his average daily salary credit subject to the following conditions: the daily income benefit shall not be less than ten pesos nor more than ninety pesos, nor paid for a continuous period longer than one hundred twenty days.

5. Article 192 (Permanent Total Disability)

Any employee who contracts sickness or sustains an injury resulting in his/her permanent total disability shall, for each month, until his/her death, be paid by the system during such disability, an amount equivalent to the monthly income benefit, plus ten percent for each dependent child, but not exceeding five, beginning with the youngest and without substitution.

Your right to claim benefits and the amount you will receive as compensation also depend on the number of years of membership and the number of monthly contributions you were able to pay.

Also, for you to be able to avail of the benefits we have discussed, your injury or disability must be a result of a work-related accident. This means that you should have been injured at the place where your work requires you to be and you should have been performing your official functions.



Let's Think About This

Now that you have learned about your rights and benefits as a worker, ask yourself the following questions:

1. Do you receive these benefits as a worker or employee?

2. What should you do as a member of the SSS/GSIS to receive proper benefits?

3. What should you do if you are not a member of the SSS or the GSIS yet?

Compare your answers with those in the *Answer Key* on page 60.

If you are not yet a member of the SSS or the GSIS and want to be one, you need to know the requirements for membership. This is what we will discuss in the next sections.




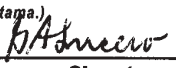


Let's Study and Analyze

If you want to be a member of the SSS, there are documents you need to prepare. Study these documents carefully.

In filling out the forms, make sure that all the information you provide are true and correct. Do not leave any blank spaces. Write "NA" in the spaces if the question is not applicable to you.

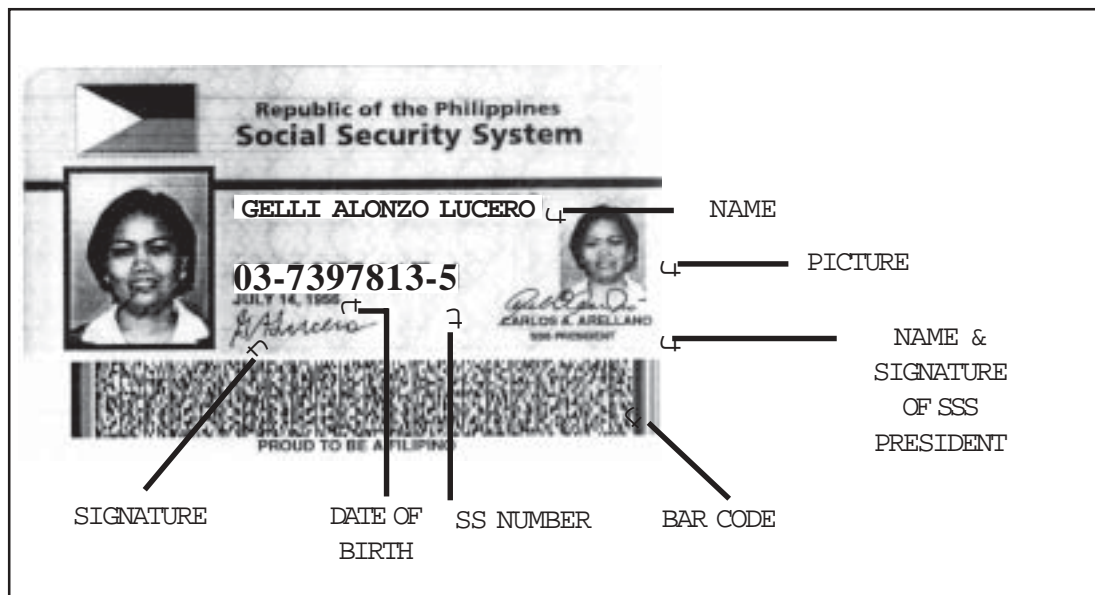
- ◆ The SSS E-1 is the first document to be filled up when applying for membership. It contains important information about the member, including the member's immediate family. These family members are also known as the **beneficiaries**.

SS NUMBER		SOCIAL SECURITY SYSTEM PERSONAL RECORD (Please Use Black Ink Only) (Gumamit ng Itim na Tinta Lamang)		 E-1 (Rev. 08/94)	
SURNAME (APELYIDO) LUCERO		GIVEN NAME (PANGALAN) GELLI		MIDDLE NAME (GITNANG PANGALAN) ALONZO	
ADDRESS (NO. & STREET; CITY/TOWN & PROVINCE) (TIRAHAN, BILANG AT KALYE, LUNGSOD/BAYAN AT LALAWIGAN) 24 KAJUMANGI ST., VEST TRIANGLE HOMES, QC					POSTAL CODE 1101
SEX (KASARIAN) <input type="checkbox"/> MALE (LALAK) <input checked="" type="checkbox"/> FEMALE (BABAE)	DATE OF BIRTH (KAPANGANAKAN) m m d d y y 0 7 1 4 5 6		CIVIL STATUS (KATAYUANG SIBIL) <input type="checkbox"/> SINGLE (WALANG ASAWA) <input checked="" type="checkbox"/> MARRIED (MAY ASAWA) <input type="checkbox"/> WIDOW (BALO)		
BENEFICIARIES (MAKIKINABANG)					
SPOUSE (ASAWA) DANTE LUCERO			FATHER (AMA) MARIANO ALONZO		
CHILDREN (MGA ANAK)		DATE OF BIRTH (KAPANGANAKAN) m m d d y y		MOTHER (INA) ELVIRA ALONZO	
1 KATHERINE LUCERO		1 1 0 3 8 9		OTHER BENEFICIARIES (IF WITHOUT SPOUSE, CHILD OR PARENT) (IBANG MAKIKINABANG: KUNG WALANG ASAWA, ANAK O MAGULANG)	
2				NAME (PANGALAN) RELATIONSHIP (RELASYON)	
3				1 _____	
4				2 _____	
5				3 _____	
THUMBMARK  LEFT (KALIWA)			 RIGHT (KANAN)		
I hereby certify that the above (Ako ay nagpapatunay na ang aking mga isinaad Information are true and correct. ay totoo at tama.)  Signature (Lagda)					

PLEASE READ REMINDERS AT THE BACK (BASAHIN ANG PAALALA SA LIKOD)




Sample SSS E-1 Form

- ◆ The *SSS Identification Card (ID)* is given to the member to show that he/she is a legitimate member of the SSS. It contains the following information:





The Social Security (SS) number is used to remit the contributions of the member. It is permanent. It is only changed if really necessary.

- ◆ The *Claim for Disability Benefit* is a form for the reimbursement of expenses related to illness or injury. (This is the form that should be filled up by the family of Mang Tomas.) It is composed of five parts. The first part contains data about the person claiming for disability benefit. In this part, the employer certifies certain information, like the name, SSS ID number and address of the employer, whether the employee received Social Security benefits for the sickness or injury he suffered, the period during which the employee was absent, etc.



 Republic of the Philippines SOCIAL SECURITY SYSTEM		CLAIM NO.	
		RECEIVED BY	DATE
CLAIM FOR DISABILITY BENEFIT SSS FORM BPN-102 (REV 9/91)		(ATTACH SIGNED RECENT 1 x 1 PHOTO)	
NOTE: If physically able, please file your claim personally in the morning and bring your SSS ID CARD .			
NAME OF MEMBER (Last, First, M.I.) <i>DE LA CRUZ, JOHN R.</i>	SS NUMBER <i>03-8568982-8</i>	DATE OF BIRTH <i>MAR 6, 1965</i>	PLACE OF BIRTH <i>BAGUIO CITY</i>
ADDRESS <i>22 K-D ST. HAMUNING, QUEZON CITY</i>		POSTAL CODE <i>1103</i>	TAN <i>135-696-738</i>
PREVIOUS DISABILITY GRANTED <input type="checkbox"/> YES <input type="checkbox"/> NO		DATES <i>N/A</i>	
QUALIFIED DEPENDENTS (DEPENDENTS' PENSION PAID TO TOTAL DISABILITY ONLY)			
NAME	ADDRESS	DATE OF BIRTH	
<i>MARSHA DE LA CRUZ</i>	<i>SAME AS ABOVE</i>	<i>MAY 2, 1965</i>	
<i>GLORIA DE LA CRUZ</i>	<i>SAME AS ABOVE</i>	<i>AUG. 19, 1991</i>	
I CERTIFY THAT: <ol style="list-style-type: none"> The above mentioned minors are under my care and custody. I am competent to receive in behalf of the said minors the amounts due them as dependent's benefit of above-mentioned member. I have not abandoned, neglected or refused to support said minors. I will immediately notify the SSS should any of the above listed minors die, or become gainfully employed; and None of the aforesaid minors are married or employed with a salary of P 300.00 or more a month. 			
SIGNATURE OF CLAIMANT <i>J.R. Cruz</i>	WITNESSES TO THUMBMARK (PRINT NAME & SIGN)	THUMBMARK	
(If claimant cannot sign, thumbmark should be witnessed by two persons.)	1. <i>YASMIN MARIANO</i>	LEFT	RIGHT
	2. <i>MARIO DANTES</i>		
EMPLOYER'S CERTIFICATION The undersigned employer certifies to the following information:			
NAME OF EMPLOYER <i>SAND BLOCK ENTERPRISES</i>	ID NUMBER <i>03-9123065-1</i>	ADDRESS <i>COMMONWEALTH AVE, DIL., Q.C.</i>	
Did the employee receive Social Security sickness benefits for the sickness or injury he suffered in this disability benefit he is applying for?		If so, give amount received	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
PERIOD OF CONFINEMENT FROM <i>11/05/00</i> TO <i>11/15/00</i>	LAST DAY EMPLOYEE REPORTED FOR WORK <i>NOVEMBER 04, 2000</i>	IF SEPARATED, DATE OF SEPARATION <i>N/A</i>	
PRINTED NAME OF EMPLOYER / AUTHORIZED REPRESENTATIVE <i>NORMAN ALABASTRO</i>		DATE OF CERTIFICATION <i>11/20/00</i>	
OFFICIAL DESIGNATION / POSITION <i>HUMAN RESOURCE DEPT. OFF.</i>	SIGNATURE OF EMPLOYER / AUTHORIZED REPRESENTATIVE <i>[Signature]</i>		
DO NOT FILL UP. FOR SSS USE ONLY.			
SSS <input type="checkbox"/> EC <input type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL <input type="checkbox"/>		RECEIVING OFFICER:	
CLEARANCE SHEET:			
<input type="checkbox"/> NO OTHER CLAIM FILED	REMARKS:	CLEARED BY:	
		DATE:	

Sample Claim for Disability Benefit Form

In the second part of the Claim for Disability Benefit form, the employee should fill up the upper portion of the form, which is the employment history. The lower portion is to be filled up by SSS employees only.

 Republic of the Philippines SOCIAL SECURITY SYSTEM												
EMPLOYMENT HISTORY SSS FORM BPN-108 (Rev 9/91)												
SSS MEMBER <i>JOHN R. DE LA CRUZ</i>		CONTINGENCY DATE	SS NUMBER <i>03-8528932-8</i>									
EMPLOYER	PERIOD OF EMPLOYMENT FROM TO	ADDRESS										
<i>JJ GEN. MERCHANDISE</i>	<i>FEB. 1988 DEC. 1990</i>	<i>103 QUEZON AVE. Q.C.</i>										
<i>SAND BLOCK ENTERPRISES</i>	<i>DEC. 1990 PRESENT</i>	<i>COMMONWEALTH AVE. Q.C.</i>										
I CERTIFY THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.												
			 MEMBER'S/CLAIMANT SIGNATURE									
DO NOT FILL UP: FOR SSS USE ONLY.												
FOR REGISTRATION DEPARTMENT												
<input type="checkbox"/> Encode Personal Data (SSS Form E-4) and all pertinent papers												
<input type="checkbox"/> Others / Remarks:												
FOR EMPLOYEE ACCOUNTS DEPARTMENT												
SIX YEARS MONTHLY SALARY CREDIT TABLE (Tick off boxes for which information will be supplied)												
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NO. OF CONTRIBUTIONS: _____						TOTAL MSC: _____						
DATE OF COVERAGE: _____						REPORTING DATE: _____						
CONTRIBUTION SUMMARY TABLE												
TNMCP _____				TAMCP _____				TMSCS _____				
CYS _____				REFCD _____								
REMARKS												
SIGNATURE _____						POSITION: RECEIVING OFFICER						
DATE ACCOMPLISHED _____												

The third part is the medical certificate signed by the physician who attended to the worker/employee during his or her illness/injury. It contains information on when the worker was examined, his or her brief clinical history, any operation performed, places of confinement, etc. There is also a statement which says that the employee gives up the right or privilege he/she has on all information about his/her medical history. It allows the SSS to examine all his/her medical records.

 Republic of the Philippines SOCIAL SECURITY SYSTEM			
MEDICAL CERTIFICATE <small>(SSS FORM MMD - 102)</small>			
1. EMPLOYEE'S GENERAL DATA NAME (Last, First, M.I.) <i>DE LA CRUZ, JOHN R.</i>		AGE <i>35</i>	SEX <i>M</i>
		CIVIL STATUS <i>MARRIED</i>	OCCUPATION <i>PURCHASER</i>
DATE EXAMINED/ATTENDED From <i>11/05/00</i> To <i>11/15/00</i>			
2. BRIEF CLINICAL HISTORY AND PRESENT PHYSICAL FINDINGS (Attach extra sheet if needed)			
3. X-RAY LABORATORY AND/OR SPECIAL DIAGNOSTIC EXAMINATION (Attach extra sheet if needed) <i>X-RAY</i>			
4. FINAL DIAGNOSIS <i>FRACTURE OF THE TENDON</i>			
5. EXACT DATE OF DISABILITY <i>11/05/00</i>			
6. KIND OF SURGICAL OPERATION PERFORMED, IF ANY <small>(If claim is for disability attach operating room record)</small> <i>N/A</i>			
7. DATE OF OPERATION <i>N/A</i>			
8. PERIOD OF MEDICAL ATTENDANCE/ TREATMENT/ACTUAL SICKNESS From <i>11/05/00</i> To <i>11/15/00</i>		CONVALESCING OR RECUPERATION PERIOD From <i>11/05/00</i> To <i>12/05/00</i>	
PLACE OR PLACES WHERE THE PATIENT WAS CONFINED DURING MY MEDICAL ATTENDANCE AND/OR TREATMENT <i>EAST AVENUE MEDICAL CENTER</i>			
PLACE/S OF CONFINEMENT		DATE FROM TO	
<i>EAST AVENUE MEDICAL CENTER</i>		<i>11/05/00 11/15/00</i>	
9. OTHER REMARKS			
<small>PURSUANT TO SECTION 28 OF THE SOCIAL SECURITY LAW, AS AMENDED, ANYONE WHO RESORTS TO MISREPRESENTATION OR CONCEALMENT OF A MATERIAL FACT OR WHO IS A PARTY THERETO, FOR THE PURPOSE OF CAUSING ANY PAYMENT OF FRAUDULENT CLAIM OR BENEFIT UNDER THE SAID LAW, SHALL SUFFER THE PENALTIES OF FINE OR IMPRISONMENT OR BOTH.</small>			
<small>I HEREBY WARRANT THAT I HAVE THOROUGHLY EXAMINED THE HEREIN PATIENT/CLAIMANT AND THAT THE FOREGOING INFORMATION ARE TRUE AND CORRECT.</small>			
<i>F. ERIC MIGUEL CAUSA</i> PHYSICIAN'S SIGNATURE OVER PRINTED NAME		<i>11056</i> LICENSE/CERTIFICATE NO.	<i>11/16/00</i> DATE OF ACCOMPLISHMENT
ADDRESS <i>16 SECUT RALLON ST., QUEZON CITY</i>			
STATEMENT OF WAIVER <small>I HEREBY WAIVE ANY RIGHT OR PRIVILEGE I MAY HAVE ON ALL INFORMATION PERTAINING TO MY MEDICAL HISTORY AND I CONSENT TO ALLOW SSS TO EXAMINE ALL MY MEDICAL RECORDS.</small>			
<input type="checkbox"/>		<small>RIGHT OR LEFT THUMBMARK OF PATIENT/CLAIMANT IF ILLITERATE OR UNABLE TO WRITE</small>	
		 PATIENT'S/CLAIMANT'S SIGNATURE	

The fifth and last part of the Claim for Disability Benefit is called the DDR (death, disability and retirement) Savings Account Form. It is needed to open a savings account in a bank authorized by the SSS.

Republic of the Philippines			
SOCIAL SECURITY SYSTEM			
East Avenue Diliman Quezon City			
DDR SAVINGS ACCOUNT FORM			
<p>(INSTRUCTIONS : Effective Sept. 81, 1993, death, disability and retirement benefits will be paid thru SSS-accredited banks. You must therefore indicate in this form the name and address of the bank branch where you want your benefits deposited. If you already have an existing single savings account in an accredited bank where you want your benefit to be deposited, indicate also the savings account number and present your passbook. If you fail to choose a bank, SSS will open a single savings account for you in a bank nearest your residence.)</p>			
NAME OF MEMBER (LAST)	(FIRST)	(MIDDLE)	SSS NUMBER
DE LA CRUZ	JOHN	REDOCA	03 85 68 93 28
NAME OF CLAIMANT (LAST)	(FIRST)	(MIDDLE)	TYPE OF CLAIM:
DE LA CRUZ	JOHN	REDOCA	
ADDRESS			POSTAL CODE
22 K-D ST., KAMUNING, QUEZON CITY			111013
BANK CHOSEN BY CLAIMANT:		BANK BRANCH	
NAME OF BANK : PHILIPPINE NATIONAL BANK		UP DILIMAN	
ADDRESS OF BANK BRANCH : UP, DILIMAN, QUEZON CITY		SAVINGS ACCOUNT NO.	
		400334	
		POSTAL CODE	BRSTN (FOR SSS USE ONLY)
SIGNATURE OF MEMBER/CLAIMANT		DATE	
JRCruz		11/20/00	
FOR SSS USE ONLY. (ASSIGNMENT OF BANK BY SSS)		BANK BRANCH	
NAME OF BANK :			
ADDRESS OF BANK :		BRSTN	
		POSTAL CODE	
PROCESSED BY:	DATE	REVIEWED BY:	DATE

Sample DDR Savings Account Form


- ◆ The *Sickness Notification* form is used to report your hospital confinement to your employer. Your employer, in turn, notifies the SSS about your confinement. The form is composed of three parts, namely: the confined member's notification, the medical certificate and the employer's notification.

IMPORTANT BEFORE ACCOMPLISHING PLEASE READ INSTRUCTIONS AT BACK OF THIS FORM.		SOCIAL SECURITY SYSTEM C L D - 9 N (Rev. 10/74)	
SICKNESS NOTIFICATION			S N NO.:
PART I CONFINED MEMBER'S NOTIFICATION			
(This Block to be accomplished by confined member) Date <u>Nov. 27, 2000</u>			
Name of Confined Member: (Print Name) <u>DE LA CRUZ, JOHN R.</u>	SSS Number: <u>03-0668932-B</u>	Tax Account Number: <u>135-696-739</u>	
Name of Employer: (Please Print) <u>SANO BLOCK ENTERPRISES</u>	Residence: (Please Print) <u>22 K-D ST., KANUNING, QUEZON CITY</u>		
Address of Employer: <u>COMMONWEALTH ME. & C.</u>	Exact Date of Confinement Started: <u>11/05/00</u>	Place/Address of Confinement: <u>EAST AVE., MED. CENTER</u>	
This is to notify my employer that I am currently confined. The name of my employer, the place/address and the date when such confinement started are indicated above. I certify that I am hereby waiving in favor of the SSS all information which my physician has acquired while attending me as a patient in a professional capacity which information was necessary to enable him to act in that capacity. I hereby consent to the examination of my physician as to all information acquired by him from physical/mental examination of my person and all results of X-ray, laboratory, and/or special diagnostic examination. I further waive all information held in privilege by law.			
Name & Signature of my authorized Representative (IF SICK MEMBER CANNOT SIGN, PRINT RIGHT THUMBMARK) <u>JOHN R. DE LA CRUZ</u> (Please sign over your printed name)		(Signature of Confined Member) <u>JOHN R. DE LA CRUZ</u> (RIGHT THUMBMARK)	
PART II MEDICAL CERTIFICATE			
(This Block to be filled by Attending Physician) Date: _____			
I CERTIFY THAT I HAVE EXAMINED/ATTENDED the above-named employee and state the following:			
1. (a) Exact Date Examined/Attended:	(b) Age:	(c) Sex:	(d) Civil Status: (e) Occupation:
2. Address of Confinement:			
3. THIS IS BEING SUBMITTED AS: (Check applicable box & state corresponding report/findings.)			
<input type="checkbox"/> an INITIAL certificate CLINICAL SUMMARY: (Ple. read instructions at back)		<input type="checkbox"/> an INTERMEDIATE certificate <input type="checkbox"/> a FINAL certificate 3(a) PROLONGED CONFINEMENT DUE TO: _____ (Give progress report of patient)	
4. DIAGNOSIS:		4 (a) FINAL DIAGNOSIS:	
IN MY MEDICAL OPINION the confinement including the convalescing or recuperation period may last for _____ days. FIT TO RESUME WORK ON _____ (Estimated Date)		NO. OF DAYS CONFINEMENT EXTENSION (days) EFFECTIVE (Exact Date)	
<input type="checkbox"/> Confinement NOT VERIFIED by employer/company physician		CONFINED A	
<input type="checkbox"/> Confinement VERIFIED by employer/company physician		WILL BE FIT TO RESUME WORK ON (Exact Date)	
PRINTED NAME & SIGNATURE OF ATTENDING PHYSICIAN		PRINTED NAME & SIGNATURE OF EMPLOYER/COMPANY PHYSICIAN	
ADDRESS		ADDRESS	
REGISTRATION NO.	TELEPHONE NO.	REGISTRATION NO.	ELEPHONE NO.
(PART III of this form at back also to be filled up)			
EMPLOYER'S/COMPANY'S ACKNOWLEDGEMENT RECEIPT (FROM SSS)		EMPLOYEE'S ACKNOWLEDGEMENT RECEIPT (FROM COMPANY)	
Name of Confined Member:		Name of Confined Member:	
EMPLOYER		ADDRESS	
ADDRESS		EMPLOYER	
CONFINEMENT PERIOD (Exact Date) FROM TO		START OF CONFINEMENT (Exact Date)	
RECEIVED BY		NOTIFICATION REC'D. by	
DATE RECEIVED		DATE RECEIVED	

To be filled up by the attending physician

To be filled up by the employer

To be filled up by the employer

PART III (THIS BLOCK TO BE FILLED BY EMPLOYER)	
1. His/her confinement started: (Exact Date) _____	2. Sickness Notification was received by us on _____ 19 ____ thru: <input type="checkbox"/> Phone, rec'd by _____ <input type="checkbox"/> Handcarried by _____ <input type="checkbox"/> Mail _____ Date) _____ Date) _____ (Postmark Date)
3. Sickness occurred while: <input type="checkbox"/> working <input type="checkbox"/> in company premises <input type="checkbox"/> on leave <input type="checkbox"/> under suspension <input type="checkbox"/> on strike <input type="checkbox"/> company's "shut down" other reason (s) _____	
4. COMPANY HAS NO WAY OF VERIFYING THE SICKNESS BECAUSE: <input type="checkbox"/> Company has no Physician <input type="checkbox"/> The place of confinement was in _____ which is _____ kms. away. <input type="checkbox"/> He/she notified us only upon returning to work on _____	
Company ID Number _____	Sign Here  PRINTED NAME & Signature of Company Executive _____

To be filled up by the SSS

MEDICAL EVALUATION (Do not fill this block. For SSS use only).	
FINAL DIAGNOSIS: <input type="checkbox"/> APPROVED: _____ days, from _____ to _____ <input type="checkbox"/> REDUCED: _____ days, from _____ to _____ <input type="checkbox"/> DENIED: _____ <input type="checkbox"/> Claimant to come for physical examination/chest X-ray in the morning only. Bring E-1 form or SSS ID. _____ <input type="checkbox"/> Submit: _____ <input type="checkbox"/> Returned: _____	RECONSIDERATION/EXTENSION No. of Days _____ From: _____ To: _____ (Date) MEDICAL EXAMINER _____
PREVIOUSLY APPROVED CONFINEMENT PERIOD: From: _____ (Exact Date) to _____ (Exact Date) (No. of Days) _____ (Date) SSS Medical Examiner/Retainer Physician _____	

IMPORTANT INSTRUCTIONS:

- The employee shall notify his employer of his sickness or injury within five (5) calendar days after the start of his confinement. The employer in turn shall notify the SSS Medical Department of his employee's confinement within five (5) calendar days after the receipt of the notification from his employee. However, in cases where the sickness or injury is sustained by the employee while working or within the premises of the employer, the employee shall be deemed to have notified his employer. In such cases, the 5-day period for the employer to notify the SSS shall start on the day immediately following the 1st day of sickness or injury. The foregoing prescription period of NOTIFICATION does not apply to HOSPITAL confinement.
- This form, after having been properly accomplished, shall be submitted in two (2) copies to the Employer by the sick employee or his representative. The employer shall submit the ORIGINAL to the SSS Medical Department, within the prescribed period in instruction No. (1).
- This form is to be used for the purpose of an INITIAL SICKNESS NOTIFICATION and INTERMEDIATE or FINAL SICKNESS NOTIFICATION, with the Attending Physician checking the proper box in PART II, (Medical Certificate portion) of this form.
- For the items "CLINICAL SUMMARY" and "PROLONGED CONFINEMENT DUE TO" in PART II of this form, symptoms, physical findings, laboratory examinations and reports; X-ray plates; special diagnostic procedures, if any, must be submitted with this form. In cases of prolonged confinement, a progress report of the patient, in addition to those already stated, must also be submitted. If spaces provided are not enough, attach an additional sheet herewith.
- In cases of prolonged confinement or sickness of the employee that will extend beyond the initial estimate, on a previous estimated period, this form will be accomplished again by the employee and his Attending Physician, and submitted to the SSS within Five (5) days requirement, after the previous estimate, and the Attending Physician will check the applicable boxes in PART II hereof.
- For further details, refer to Circular No. 91 - T, dated October 31, 1972, re-Sickness Notification requirements and procedures.
- Physical examination will be held only in the morning from 8:00 to 12:00, Monday thru Friday. Those who cannot come should notify the SSS, Medical Department immediately.

Have you seen these documents before?

If you work for a large company, transacting business with the SSS is the job of your company's personnel division. The personnel staff can get forms for you to fill up. They can also submit your claims for you. Claims should be submitted within the period prescribed by the SSS. In the meantime, while your claims are being processed, your company or employer will remit in advance the amount to you. They will be reimbursed by the SSS after the claims have been processed and approved.

If your office or company is not a member of the SSS, tell your employer that you want to be a member. If he or she does not wish to join, then you can ask the nearest SSS office about how to be a voluntary member.

At this point, you should have gathered and learned enough information about securing your safety, rights and privileges as a worker. You will surely be able to apply what you have learned at one time or another.



Let's Review

1. What is the SSS E-1 form? _____

2. What information does the SSS E-1 form contain? _____

3. What is the importance of the SSS ID? _____

4. What form is used for the reimbursement of expenses related to illness or injury? _____

5. What form is used to inform the SSS of your illness or injury?

Compare your answers with those in the *Answer Key* on page 60.



Let's See What You Have Learned

Fill in the blanks.

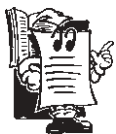
1. A person should be a member of the SSS for at least _____ years before he/she gets a monthly pension.
2. The _____ is the agency which provides insurance for workers hired by private companies.
3. The _____ is the agency which provides insurance for government workers.
4. _____ pertains to the loss of one finger or toe, one hand, one arm, one foot, one leg, one or both ears, the hearing of one or both ears or the sight of one eye.
5. The total loss of vision of both eyes and brain damage causing mental disorder are included in the category of _____.

Compare your answers with those in the *Answer Key* on page 61.



Let's Remember

- ◆ The benefits you can claim from either SSS or GSIS due to work-related accidents vary depending on the type of disability you will sustain.
- ◆ The Social Security System (SSS) and the Government Service Insurance System (GSIS) are insurance agencies that provide assistance to workers.
- ◆ The SSS – E1 is the first document you will fill up when applying for membership to the SSS.
- ◆ The SSS Identification Card (ID) is issued upon application to the SSS.
- ◆ The Claim for Disability Benefit form is used for the reimbursement of expenses related to illness or injury.
- ◆ The Sickness Notification form is used to inform the SSS of your illness or injury.



Let's Sum Up

1. The monthly salary you receive is based on your daily wage. The minimum daily wage is ₱250.00. Your salary or wages may vary every month or week depending on:
 - ◆ the additional compensation you get for working overtime;
 - ◆ deductions; and
 - ◆ payment of loans and monthly contributions to the SSS or the GSIS.

A corresponding percentage is added to your hourly wage depending on what day you worked overtime.

- ◆ During regular days you are entitled to your regular wage plus 25% (125%).
 - ◆ During Saturdays you are entitled to a compensation equivalent to your regular wage plus 30% (130%).
 - ◆ During Sundays and holidays you shall receive your regular wage plus 40% (140%).
2. It is the responsibility of your employer to:
 - ◆ pay the employer's counterpart to your SSS or GSIS contributions; and
 - ◆ remit the deductions and payments to SSS or GSIS on time.

As a worker, whether government or private, it is your right to be a member of either the SSS or the GSIS.

3. When you get sick, injured at work or become financially in need, you can avail of benefits from the SSS or the GSIS, such as:
 - ◆ salary loans;
 - ◆ hospitalization benefits;
 - ◆ disability benefits; and/or
 - ◆ death benefits.

The amount of benefit or money you can get will depend on your monthly contributions and the number of years of your membership.

It is important that your monthly contributions or payments are up to date when claiming for assistance.



What Have You Learned?

- A. Encircle the letter of the correct answer.
- You can compute your _____ by using the formula: $\text{hourly rate} \times \text{overtime percentage rate} \times \text{number of hours worked overtime}$.
 - hourly wage
 - daily wage
 - overtime pay
 - monthly wage
 - The agency which provides insurance and benefits to government employees is called the _____.
 - Employees' Compensation Committee
 - Government Service Insurance System (GSIS)
 - Social Security System (SSS)
 - Private company
 - If you worked overtime during regular working days, you would be paid the corresponding amount for every hour you worked plus an additional _____.
 - 40%
 - 50%
 - 30%
 - 25%
 - The amount subtracted by your employer from your salary is called a _____.
 - deduction
 - percentage
 - overtime pay
 - wage
 - You are allowed a certain number of absences due to illnesses because you are entitled to a _____.
 - vacation leave
 - sick leave
 - leave without pay
 - absence without leave
 - The agency which provides insurance and benefits to employees and workers of private companies is called the _____.
 - Employees' Compensation Committee
 - Government Service Insurance System (GSIS)
 - Social Security System (SSS)
 - Private company

7. The one-time stipend in the amount equal to the estimated financial value of a person's injury is known as _____ .
 - a. hospitalization benefit
 - b. monthly contributions
 - c. incapacitation
 - d. lump sum
8. The total loss of vision of both eyes, loss of both feet or both hands, permanent and total paralysis of both feet or both hands and brain damage causing mental disorder are considered by the SSS/GSIS as _____.
 - a. permanent total disabilities
 - b. permanent partial disabilities
 - c. incapacity
 - d. work-related accidents
9. The lowest possible wage that an employee can receive is known as the _____.
 - a. hourly wage
 - b. daily wage
 - c. monthly wage
 - d. minimum wage
10. The laws governing the benefits workers can get from the SSS or GSIS may be found in _____.
 - a. the pay slip
 - b. the Employees' Compensation and State Insurance Fund
 - c. the Aklat Apat
 - d. the Labor Code

B. Read the situation below and solve for the amounts asked.

Vangie receives a monthly salary of ₱8,000. She and her co-workers receive a monthly rice allowance worth ₱1,000.00. Even before Vangie receives her pay slip, she computes the amount she will receive from the cashier. Help her compute her (1) deductions for tardiness, (2) regular OT pay, (3) Sunday OT pay, (4) gross pay, (5) total pay and (6) net pay.

She came to work late four times during the month of November: by 10 minutes on the 3rd, by 25 minutes on the 16th, by 1 hour and 15 minutes on the 22nd and by 18 minutes on the 27th. On November 10, 11, 20 and 21 (regular working days), she rendered overtime work for three hours per day. On November 5 and 12, which are both Sundays, she worked from 8:00 a.m. to 3:00 p.m. Regular working hours are from 8:00 a.m. to 5:00 p.m. Their office policy is to divide the monthly salary by 22 days to get the daily rate. On the next page is an example of how Vangie's pay slip would look like without her deductions, OT pay, gross pay and net pay.

88-38663

EVANGELINE BARRIOS

Malabon Textile Factory
Employee's Advice of Earnings
November 1-30, 2000

Monthly Salary : ₱8,000.00

DAILY RATE	363.65		
HOURLY RATE	45.45	DEDUCTIONS	(1)
		FOR ARRIVING LATE	_____
BASIC PAY	8,000.00	SSS CONTRIBUTION	266.70
ALLOWANCE	1,000.00	PHILHEALTH	62.50
REG. OT PAY	<u>(2)</u>	PAG-IBIG	200.00
SUN. OT PAY	<u>(3)</u>	WITHHOLDING TAX	150.00
		SSS LOANS	712.98

GROSS PAY	<u>(4)</u>	TOTAL DEDUCTIONS	<u>(5)</u>
TOTAL DEDUCTIONS	<u>(5)</u>		
NET PAY	<u>(6)</u>		
	=====		

Write your computations and answers in the box below.

Were you able to answer all the questions correctly? Compare your answers with those in the *Answer Key* on pages 61– 65.

If you got a score of :

- 15 – 13 Very good! You have learned a lot from the module. You can now proceed to the next one.
- 12 – 9 Good! Review the items you missed.
- 8 – 5 You must review the parts of the module you did not understand.
- 4 – 0 You must study the entire module again.



Answer Key

A. Let's See What You Already Know (*page 2*)

1. **Yes.** During the times you are late, you are not productive. Your employer has the right to deduct from your salary the corresponding amount for every minute you are late.
2. **Yes.** As a worker you have the right to know how your salary is computed.
3. **Yes.** Nobody will employ you if you do not do your job well. You owe it to the company you are working for to do your job well.
4. **Yes.** Absences from work due to illness or injury can be charged to sick or vacation leave credits.
5. **Yes.** Your employer is responsible for your health and safety in the workplace. If you meet an accident while you are working, your employer should take care of you.
6. **Yes.** The SSS/GSIS has a provision for all illnesses, even those not work-related.
7. **Yes.** You have a right to medical benefits and sickness compensation for work-related injuries as a worker.
8. **No.** Even if you are self-employed, you can still be a voluntary member of the SSS.
9. **Yes.** You are not supposed to work beyond eight hours unless you are paid and unless there is an urgent need to do so.
10. **Yes.** You have to pay any person what is due him/her.

B. Lesson 1

Let's Review (page 13)

1. Sensing that they are aware of their rights and benefits as workers, Mang Husto will probably pay Siony and Lina for their extra work according to what the law dictates.
2. Siony and Lina used the following formula to compute their overtime pay:
 - a.
$$\frac{\text{Daily wage}}{8 \text{ hours}} = \text{hourly rate}$$
$$\frac{\text{₱ } 250.00}{8} = \text{₱ } 31.25 \text{ (hourly rate)}$$
 - b.
$$\text{(hourly wage) (number of hours of overtime work) (125\%)} \\ = \text{overtime pay}$$
$$\text{₱ } 31.25 \times 6 \text{ hours} \times 125\% = \text{₱ } 234.375 \text{ or } 234.40$$
 - c.
$$\text{Overtime pay} + \text{weekly wages} = \text{total weekly wages}$$
$$\text{₱ } 234.40 + \text{₱ } 1,500 = \text{₱ } 1,734.40$$
3. Siony and Lina used the following formula to compute their deductions:
 - a.
$$\frac{\text{Daily wage}}{8 \text{ hours}} = \text{hourly rate}$$
$$\frac{\text{₱ } 250.00}{8} = \text{₱ } 31.25$$
 - b.
$$\text{hourly rate} / 60 = \text{minutely rate}$$
$$\text{₱ } 31.25 / 60 = \text{₱ } 0.52$$
 - c.
$$\text{(minutely rate) (number of minutes late)} = \text{amount to be deducted}$$
$$\text{₱ } 0.52 \times 135 = \text{₱ } 70.20$$
$$\text{weekly salary} - \text{amount to be deducted} = \text{total weekly wages}$$
$$\text{₱ } 1,500.00 - \text{₱ } 70.20 = \text{₱ } 1,429.80$$
4. No. Lina and Siony will lose if they agree to Mr. Husto's proposition. Both of them should receive overtime pays equivalent to ₱ 234.40. $\text{₱ } 234.40 - \text{₱ } 50.00 = \text{₱ } 184.40$. They will both lose ₱ 184.40 if they are paid only ₱ 50.00.

Let's Try This (page 16)

1. The answer is ₱ 365.60.

Given: 8:15 a.m. to 6:15 p.m. = 10 hours overtime work

$$\begin{array}{r} \text{minus 1 hour break} \\ - 1 \text{ hour} \\ \hline 9 \text{ hours overtime work} \end{array}$$

₱ 31.25 - hourly wage

Solution:

$$\begin{aligned} \text{OT pay} &= \text{hourly rate} \times \text{number of hours of OT work} \times 1.30 \text{ (OT} \\ &\quad \text{percentage rate for Saturdays)} \\ &= ₱ 31.25 \times 9 \times 1.3 \\ &= ₱ 365.60 \end{aligned}$$

2. The answer is ₱ 351.55.

Given: 5:00 p.m. to 8:00 p.m. = 3 hours for 3 days

Total number of hours = 3 hours \times 3 days = 9 hours

₱ 31.25 - hourly wage

Solution:

$$\begin{aligned} \text{OT pay} &= \text{hourly rate} \times \text{number of hours of OT work} \times 1.25 \text{ (OT} \\ &\quad \text{percentage rate for regular working days)} \\ &= ₱ 31.25 \times 9 \times 1.25 \\ &= ₱ 351.55 \end{aligned}$$

3. The answer is ₱ 306.25.

Given: 9:35 a.m. to 5:35 p.m. = 8 hours

- 1 hour lunch break

7 hours overtime work

₱ 31.25 - hourly wage

Solution:

$$\begin{aligned} \text{OT pay} &= \text{hourly rate} \times \text{number of hours of OT work} \times 1.40 \text{ (OT} \\ &\quad \text{percentage rate for Sundays)} \\ &= ₱ 31.25 \times 7 \times 1.40 \\ &= ₱ 306.25 \end{aligned}$$

Let's Try This (page 18)

1. The answer is ₱ 148.40.

Given: Salary - ₱ 250/day

- Times tardy: 3 hours - first time, Wednesday
1 hour 45 minutes - second time

Total number of hours late - 4 hours 45 minutes

Solution:

- a. To get the minutely rate, divide ₱ 250 by 8 hours then divide the answer (**quotient**) by 60 minutes.

$$₱ 250 \div 8 = ₱ 31.25 \text{ (hourly wage)} \div 60 = ₱ 0.52 \text{ (minutely rate)}$$

- b. To compute the corresponding deduction for 4 hours of tardiness, multiply 4 hours by ₱ 31.25 (hourly rate)

$$4 \text{ hours} \times ₱ 31.25 = ₱ 125.00 \text{ (deduction for 4 hours of tardiness)}$$

- c. To compute the corresponding deduction for 45 minutes of tardiness, multiply 45 minutes by ₱ 0.52 (minutely rate)

$$45 \text{ minutes} \times ₱ 0.52 = ₱ 23.40 \text{ (deduction for 45 minutes of tardiness)}$$

- d. To get the total deductions, add the deduction for 4 hours of tardiness to the deduction for 45 minutes of tardiness.

$$₱ 125 + ₱ 23.40 = ₱ 148.40 \text{ (total deductions for 4 hours and 45 minutes of tardiness)}$$

2. The answer is ₱ 62.50.

Given: ₱ 250/day (salary)

8:00 - 10:00 a.m. (2 hours of tardiness)

- a. To get the hourly rate, divide ₱ 250 by 8 hours:

$$₱ 250 \div 8 \text{ hours} = ₱ 31.25$$

- b. To get the total deductions for two hours of tardiness, multiply the hourly rate by 2 hours.

$$₱ 31.25 \times 2 \text{ hours} = ₱ 62.50 \text{ (total deductions for 2 hours of tardiness)}$$

Let's Try This (pages 20–21)

1. The answer is 7 hours.

Given: ₱ 31.25 (hourly rate)

₱273.45 (overtime pay for regular day)

Solution:

Divide the overtime pay for regular working days by the hourly rate, then divide the quotient again by 1.25 (OT percentage rate for regular working days)

$$₱ 273.45 \div ₱ 31.25 = ₱ 8.75 \div 1.25 = 7 \text{ hours}$$

2. The answer is 6 hours.

Given: ₱ 245.75 (overtime pay for Saturday)

₱ 31.25 (hourly rate)

Solution:

Divide the overtime pay for Saturday by the hourly rate, then divide the quotient by 1.30 (OT percentage rate for Saturdays)

$$₱ 245.75 \div ₱ 31.25 = ₱ 7.864 \div 1.30 = 6.04 \text{ or } 6 \text{ hours}$$

3. The answer is 3 hours.

Given: ₱ 131.25 (overtime pay for Sunday)

₱ 31.25 (hourly rate)

Solution:

Divide the overtime pay for Sunday by the hourly rate, then divide the quotient by 1.40 (OT percentage rate for Sundays)

$$₱ 131.25 \div ₱ 31.25 = ₱ 4.2 \div 1.40 = 3 \text{ hours}$$

4. The answer is 2.23 hours.

Given: ₱ 69.90 (deduction for tardiness)

₱ 31.25 (hourly rate)

Solution:

Divide the deduction for tardiness by the hourly rate to get the total number of hours late.

$$₱ 69.90 \div ₱ 31.25 = 2.23 \text{ hours}$$

Let's See What You Have Learned (page 22)

1. No amount should be deducted from Bart's salary. Under the law, workers should get their salary in full when they are sent home for reasons beyond their control, such as typhoons.
2. The answers are ₱ 81.25 for the deductions and ₱ 1,718.75 for Crisabel's total earnings.

Given: ₱ 300 (daily wage)

Monday	=	40 minutes late
Wednesday	=	30 minutes late
Thursday	=	60 minutes or one hour late
		<hr/>
		130 minutes late

Solution:

$$\frac{₱ 300}{8 \text{ hours}} = ₱ 37.50 \text{ (hourly wage)}$$

$$\frac{₱ 37.50}{60 \text{ minutes}} = ₱ 0.625 \text{ (minutely rate)}$$

$$₱ 0.625 \times 130 \text{ minutes} = ₱ 81.25 \text{ (amount to be deducted from Crisabel's salary for the week)}$$

$$₱ 300 \times 6 \text{ days} = ₱ 1,800.00 \text{ (regular salary for Monday – Saturday)}$$

$$₱ 1,800 - ₱ 81.25 = ₱ 1,718.75 \text{ (Crisabel's total earnings for one week)}$$

3. The answer is ₱ 2,161.00

Given: ₱ 250 per day
Five days per week
Three hours overtime work per day for five days
Eight hours overtime work on Saturday

Solution: $\frac{₱ 250.00}{8 \text{ hours}} = ₱ 31.25 \text{ (hourly rate)}$

$$₱ 31.25 \times 1.25 \times 3 \text{ hours} = ₱ 117.20 \text{ (overtime pay per day)}$$

$$₱ 117.20 \times 5 \text{ days} = ₱ 586 \text{ (overtime pay for 5 days)}$$

$$₱ 31.25 \times 1.3 \times 8 = ₱ 325 \text{ (overtime pay for Saturday)}$$

$$₱ 250 \times 5 \text{ days} = ₱ 1250.00 \text{ (regular weekly salary)}$$

$$₱ 1250.00 + ₱ 586.00 + ₱ 325 = ₱ 2,161 \text{ (Nardo's total earnings for the week)}$$

C. Lesson 2

Let's Review (page 36)

1. Tomas fell on his pail and paint cans from the third floor of the building they were constructing.
2. SSS stands for Social Security System. This is an insurance agency for workers in private companies.

GSIS stands for Government Service Insurance System. This insurance agency is for government workers.

Both agencies aim to give protection to the worker and his/her family. They give assistance during times when the worker cannot work or has financial problems.

3. Hospitalization benefits.
4. Tomas should be a member of the SSS for at least three years.
5. A one-time stipend or lump sum in the amount equal to the estimated financial value of the injury he sustained.

Let's Think About This (page 38)

1. Yes or no. The answer depends on the learner.
2. As a member of the SSS or the GSIS:

I will try to pay my monthly contributions regularly for my own benefit. I will make sure that my employer remits my contribution. I will read more information about this.

3. If not a member of the SSS or the GSIS:

I will talk to my employer. I will encourage him/her to let me be a member of the SSS or GSIS. I will also read other information about this.

Let's Review (page 48)

1. The SSS E-1 Form is the first document to be filled up when applying for membership.
2. It contains important information about the member and his/her immediate family who are his beneficiaries.
3. The SSS ID is important because it shows that one is a legitimate member of the SSS. It is used to remit the contributions of the member.
4. The Claim for Disability Benefit Form
5. Sickness Notification Form

D. Let's See What You Have Learned (page 49)

1. three
2. SSS or Social Security System
3. GSIS or Government Service Insurance System
4. total partial disability
5. total permanent disability

E. What Have You Learned? (pages 51–53)

1. **(c)** is the correct answer. Overtime pay is payment for work you render beyond eight hours.

(a), (b) and (d) are incorrect. These are wages computed by the hour, by the day and by the month respectively.
2. **(b)** is correct. The GSIS is a government insurance agency that insures and gives benefits to government employees.

(a) is incorrect. The Employees' Compensation Committee is the agency which sets limitations to benefits that the worker can get.

(c) is incorrect. The SSS is an insurance agency that insures and gives benefits to employees of private companies.

(d) is incorrect. A private company is where an employee works.
3. **(d)** is correct. You get an additional 25% of your hourly wage for every hour of overtime work.

(a) is incorrect. Forty percent is added to your hourly wage if you work during Sundays.

(b) is incorrect. There is no provision about adding 50% to hourly wages.

(c) is incorrect. Thirty percent is added to your hourly wage if you work during Saturdays.
4. **(a)** is correct. *Deduction* is the term used to refer to the amount removed by your employer from your salary. This includes fines for tardiness and your SSS or GSIS contributions.

(b) is incorrect. Percentages are added to your salary when you work overtime.

(c) is incorrect. *Overtime pay* is the term used to refer to payments for work rendered exceeding the regular working hours.

(d) is incorrect. Wages are what you get from working during regular hours.

5. **(b)** is correct. *Sick leave* refers to the allowable number of absences due to illnesses.
- (a) is incorrect. *Vacation leave* refers to the allowable number of absences you may use for relaxation, rest or vacation.
- (c) is incorrect. *Leave without pay* refers to absences exceeding the maximum number allowed. The worker is not paid for these.
- (d) is incorrect. *Absence without leave* is the term used for absences without permission from your employer.
6. **(c)** is correct. The SSS caters to employees and workers of private companies.
- (a) is incorrect. The Employees' Compensation Committee is the one which sets the rules for the claiming of benefits.
- (b) is incorrect. The GSIS caters to government employees.
- (d) is incorrect. Private companies are not insurance agencies.
7. **(d)** is correct. *Lump sum* is the term used for a fixed sum of money equivalent to the estimated financial value of the injury sustained.
- (a) is incorrect. *Hospitalization benefit* refers to free medical services and appliances in the hospital provided by the SSS.
- (b) is incorrect. Monthly contributions are remittances forwarded to the SSS by members and their employers.
- (c) is incorrect. *Incapacitation* means disability.
8. **(a)** is correct. When an employee suffers from any of the conditions mentioned, he/she is said to have suffered from permanent total disability.
- (b) is incorrect. Permanent partial disability refers to the loss of one finger or toe, one hand, one arm, one foot, one leg, one or both ears, the hearing of one or both ears or the vision of one eye.
- (c) is incorrect. Incapacity means disability, whether it is permanent partial or permanent total.
- (d) is incorrect. Work-related accidents are unforeseen or unplanned events in general which happen in the workplace.
9. **(d)** is correct. *Minimum wage* is the lowest possible salary that a worker can receive for services rendered. It is fixed by law and may only be changed by the government.
- (a) is incorrect. *Hourly wage* refers to the amount received for every hour of work rendered.

(b) is incorrect. *Daily wage* refers to the amount received for every day's work rendered.

(c) is incorrect. *Monthly wage* refers to the amount received for every month's work rendered.

10. (c) is correct. *Aklat Apat* contains the laws governing the benefits workers can claim from the SSS. It discusses their health, safety and social welfare benefits.

(a) is incorrect. The pay slip contains all information pertaining to a worker's salary.

(b) is incorrect. The Employees' Compensation and State Insurance Fund is found in the second book of *Aklat Apat*.

(d) is incorrect. The Labor Code is a set of laws governing workers.

- B. 1. deductions for tardiness - ₱ 96.96

Given : 3rd - 10 minutes
16th - 25 minutes
22nd - 1 hour 15 minutes (60 + 15 minutes = 75 minutes)
27th - 18 minutes

128 minutes late

Solution:

$$\begin{aligned}\text{minutely rate} &= \text{hourly rate} \div 60 \text{ minutes} \\ &= \text{₱ } 45.45 \div 60 \\ &= 0.7575\end{aligned}$$

$$\begin{aligned}\text{Deductions for tardiness} &= \text{number of minutes late} \times \text{minutely rate} \\ &= 128 \times 0.7575 \\ &= \text{₱ } 96.96\end{aligned}$$

2. regular OT pay - P681.75

Given: Three hours of OT work for four days (Nov. 10, 11, 20 and 21) = $3 \times 4 = 12$ hours of overtime work

Hourly rate – ₱ 45.45

Solution:

$$\begin{aligned}\text{regular OT pay} &= \text{hourly rate} \times \text{number of hours of OT work} \\ &\quad \times 1.25 \\ &= \text{₱ } 45.45 \times 12 \times 1.25 \\ &= \text{₱ } 681.75 \text{ (regular OT pay)}\end{aligned}$$

3. Sunday OT pay - ₱763.56

Given: November 5 - 6 hours

November 12 - 6 hours

12 hours overtime work

Hourly rate - ₱45.45

Solution:

$$\text{Sunday OT pay} = \text{hourly rate} \times \text{number of hours of OT work} \times 1.40$$

$$= ₱45.45 \times 12 \times 1.40$$

$$= ₱763.56 \text{ (Sunday OT pay)}$$

4. Gross pay - ₱10,445.31

Given: Basic pay ₱8,000.00

Rice allowance 1,000.00

₱9,000.00

Solution:

$$\text{gross pay} = \text{basic pay} + \text{rice allowance} + \text{regular OT pay} + \text{Sunday OT pay}$$

$$= ₱8,000.00 + ₱1,000.00 + ₱681.75 +$$

$$₱763.56$$

$$= ₱10,445.31$$

5. Total deductions - ₱1,486.14

Given: SSS contribution ₱266.70

PhilHealth 62.50

PAG-IBIG contribution 200.00

Withholding tax 150.00

SSS loans 712.98

Solution:

$$\text{Total deductions} = \text{SSS contribution} + \text{PhilHealth} + \text{PAG-IBIG contribution} + \text{withholding tax} + \text{SSS loans} + \text{deductions for arriving late}$$

$$= ₱266.70 + 62.50 + 200.00 + 150.00 +$$

$$712.98 + 96.96$$

$$= ₱1,489.14$$

6. Net pay - ₱ 8,956.17

Solution:

$$\begin{aligned} \text{Net pay} &= \text{Gross pay} - \text{Total deductions} \\ &= \text{₱ } 10,445.31 - \text{₱ } 1,489.14 \\ &= \text{₱ } 8,956.17 \end{aligned}$$

88-38663		EVANGELINE BARRIOS	
Malabon Textile Factory Employee's Advice of Earnings November 1-30, 2000			
		Monthly Salary :	₱8,000.00
DAILY RATE	363.65	DEDUCTIONS	
HOURLY RATE	45.45	FOR ARRIVING LATE	(1) <u>96.96</u>
BASIC PAY	8,000.00	SSS CONTRIBUTION	266.70
ALLOWANCE	1,000.00	PHILHEALTH	62.50
REG. OT PAY	(2) 681.75	PAG-IBIG	200.00
SUN. OT PAY	(3) 763.56	WITHHOLDING TAX	150.00
		SSS LOANS	712.98
	_____	TOTAL DEDUCTIONS	(5) <u>1,489.14</u> =====
GROSS PAY	(4) <u>10,445.31</u>		
TOTAL DEDUCTIONS	(5) <u>1,489.14</u>		
NET PAY	(6) <u>8,956.17</u> =====		



Glossary

- Amortization** The contribution to a fund as payment for a debt or mortgage
- Commensurate** Equal in measure or extent; corresponding in size, extent, amount or degree
- Compensation** Payment to an unemployed or injured worker or his/her dependents; payment in exchange of work rendered by an individual
- Disability** The inability to work because of physical or mental injuries or defects due to an accident
- Incapacitation** The state of being powerless
- Lump sum** An amount of money received in full
- Medical appliances** Crutches, hearing aids, wheelchairs and other similar devices used to aid the recovery of a patient
- Remit** To send (money) to a person or place especially in payment of a demand, account or draft
- Remuneration** Pay equivalent to a service, loss or expense
- Salary** Fixed and regular payment for services
- Stipend** A fixed sum of money paid periodically for services
- Wage** A payment, usually of money, for labor or services usually according to contract and on an hourly, daily or piecework basis



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- The Social Security System Handbook*.