

Payroll in the Philippines:

10 Essential Guidelines for Startups & Growing Businesses

Managing payroll for the first time can feel overwhelming. Understanding the intricate details, deductions, forms, and compliance regulations is crucial for ensuring that employees are paid correctly and on time. This guide will walk you through the essential concepts and provide clear steps to manage the process efficiently.

Below are the key topics covered in this guide:



Key Requirements: Understand the labor laws, regulations, and compliance essentials.



Essential Calculations: Get familiar with the formulas for accurate payroll and government remittances.



Government Contributions: Learn how to fulfill obligations for SSS, PhilHealth, Pag-IBIG, and BIR.



Practical Tips, Advice, and Resources: Gain insights into tools and strategies to streamline payroll management and compliance, while building trust with employees.

1) Introduction to Payroll: Why It Matters?

Payroll is more than just issuing paychecks—it's the backbone of employee satisfaction, compliance, and business sustainability. A payroll system is designed to ensure employees are compensated fairly for their work while adhering to tax regulations and employment laws. Mistakes in payroll can lead to penalties and legal issues, which is why it's crucial to get it right.

For employees, accurate and timely payroll is a key expectation. Delays or mistakes in payment can cause frustration, reduce trust, and lower morale. When employees are unsure about their pay, it can affect their focus and motivation at work. A [survey by JobStreet Philippines](#) found that 75% of Filipino employees reported that timely salary disbursement positively influenced their job satisfaction.

Proper payroll management not only helps build trust and boost employee satisfaction but also contributes to a positive work environment, which is essential for maintaining high productivity and employee retention.

2) Key Stakeholders of Payroll in the Philippines

Knowing the key stakeholders in payroll is important for ensuring that a business runs smoothly and complies with local laws. Different people and organizations are involved in the payroll process, and understanding their roles helps businesses meet everyone's needs and expectations.

- 1 **HR/Payroll Administrators:** These professionals handle tax calculations, deductions, and benefits, and maintain records of payroll transactions.
- 2 **Government Agencies:** Various government bodies, such as the Bureau of Internal Revenue (BIR), PhilHealth, Pag-IBIG, and the Social Security System (SSS), oversee compliance with tax and social security regulations. They ensure that businesses remit the correct taxes and contributions on time.
- 3 **Employees:** These are individuals who receive compensation for their work. They rely on the payroll system for timely and accurate payment, as well as for compliance with their benefits and tax contributions.

3) Key Payroll Components

By identifying the various components involved in payroll, such as basic salary, allowances, deductions, and benefits, employers can promote transparency, avoid errors, and provide employees with clear insights into their pay. This not only builds trust but also minimizes disputes related to salary calculations. Additionally, being familiar with these components helps businesses stay compliant with labor laws and regulations.

- 1 **Basic Salary:** This refers to the fixed amount an employee earns, excluding bonuses, allowances, or overtime. It forms the foundation for most payroll calculations, including deductions and contributions.
- 2 **Overtime Pay:** This pertains to the additional compensation for hours worked beyond the standard workweek (usually 40 hours).
- 3 **Allowances and Benefits:** These may include transportation, meal allowances, and non-taxable benefits like de minimis. Proper classification (taxable vs. non-taxable) is critical for compliance.
- 4 **Deductions:** These are the amounts subtracted from an employee's gross salary, including the following:
 - **SSS, PhilHealth, and Pag-IBIG Contributions:** Employees and employers share contributions based on salary. This is mandatory for all covered employees.
 - **Withholding Tax:** Deducted based on income and exemptions per BIR tax tables.

- 5 **Bonuses:** These are additional compensations given to employees beyond their regular salary. These may be legally required or provided as an incentive by the company.
- a. **13th-Month Pay:** This is mandatory, and it is equivalent to one-twelfth (1/12) of an employee's total basic salary earned within the calendar year.
- Example:** An employee with a monthly basic salary of ₱30,000 who has worked the entire year will receive a 13th-month pay of ₱30,000 (₱30,000 × 12 months ÷ 12).
- If the employee only worked for six months, their 13th-month pay would be calculated based on their actual earnings:
- $$(\text{₱}30,000 \times 6 \text{ months}) \div 12 = \text{₱}15,000$$
- This means they would receive ₱15,000 as their prorated 13th-month pay.
- b. **Other discretionary bonuses** should align with company policy. These may include holiday bonuses, such as a Christmas bonus given at the end of the year, or performance incentives, like a ₱10,000 bonus for achieving sales targets.
- 6 **Final Pay (if applicable):** This includes any unpaid salaries, prorated 13th month pay, unused leave credits, and back-pay for resigning or terminated employees. Employers must comply with final pay timelines per the Labor Code.
- 7 **Government Benefits Overview:** Below are the key government-mandated benefits for employees in the Philippines:
- **SSS:** Provides financial assistance for retirement, disability, maternity, sickness, loans, and other benefits for private sector employees.
 - **PhilHealth:** Ensures healthcare coverage by subsidizing medical expenses for members and their dependents.
 - **Pag-IBIG Fund (Home Development Mutual Fund):** Offers savings programs, multi-purpose loans, and housing loan benefits to help employees with financial security and home ownership.

- 8 **Statutory Leaves and Absences:** Below are the key mandatory leaves provided by law in the Philippines:
- a. **Covers mandatory leaves like:**
 - i. Service Incentive Leave (5 days annually for eligible employees).
 - ii. Expanded Maternity Leave (105 days).
 - iii. Paternity Leave (7 days).
 - b. **Leave monetization may apply if unused leave credits are convertible to cash.**

4) Payroll Calculation Basics

This section explains the essential components involved in calculating an employee's payroll. It covers the process of determining an employee's gross pay, accounting for mandatory deductions (such as taxes and government contributions), and applying any bonuses or other incentives.

- 1 **Gross Pay Formula**
 - $\text{Gross Pay} = (\text{Basic Salary} + \text{Overtime Pay} + \text{Bonuses} + \text{Allowances}) - \text{Absences}$
 - This serves as the starting point before applying deductions.
- 2 **Mandatory Deductions:**
 - **SSS Contribution:**
 - Based on the Monthly Salary Credit (MSC).
 - Shared between the employee and employer.
 - **PhilHealth Contribution:**
 - 5% of the monthly basic salary (as of 2025), equally shared between employer and employee.
 - Subject to minimum and maximum salary thresholds.
 - **Pag-IBIG Contribution:**
 - Standard: Employees earning ₱1,500 or less contribute 1% (employee) and 2% (employer). Those earning above ₱1,500 contribute 2% each, capped at ₱200 monthly.
 - Employees may opt to contribute more voluntarily.
 - For voluntary/self-employed members: Fixed ₱400 per month.
 - **Withholding Tax:**
 - Computed using the BIR Withholding Tax Table, based on payroll frequency (e.g., daily, monthly, semi-monthly payouts).
- 3 **Net Pay Formula**
 - $\text{Net Pay} = \text{Gross Pay} - \text{Total Deductions}$
 - This represents the final amount employees receive after all deductions.
- 4 **Overtime Pay Formula**
 - $\text{Overtime Pay} = \text{Hourly Rate} \times \text{Overtime Hours} \times \text{Overtime Rate}$
 - $\text{Hourly Rate} = \text{Monthly Basic Salary} \div (\text{Number of Working Days} \times 8 \text{ hours})$
 - Overtime Rate varies depending on the day (e.g., 125% for regular days, up to 200% on holidays).
 - **Note:** Employers can offer rates higher than DOLE-established standards but cannot go below the mandated overtime pay rate.

5 Absences and Late Deductions

- Deduction for Absence/Late = Daily or Hourly Rate × Days/Hours Absent
- Daily Rate = (Monthly Basic Salary × 12 months) ÷ Number of Working Days per Year

6 Prorated Salary for New Hires/Resigning employees

- Option 1: Prorated Salary = (Basic Salary ÷ Number of Working Days in the Month) × Days Worked
- Option 2: Prorated Salary = Semi-Monthly Salary - (Absences × Daily Rate)

7 13th Month Pay Formula

- 13th Month Pay = Total Basic Salary Earned During the Calendar Year ÷ 12
- Excludes allowances, bonuses, and overtime pay.
- **Note:** Companies may use their own 13th-month pay formula, provided it meets the minimum legal requirement.

8 Taxable vs. Non-Taxable Income

- Taxable: Basic salary, overtime pay, and bonuses exceeding the ₱90,000 threshold for 13th-month pay and other benefits.
- Non-Taxable: De minimis benefits, and up to ₱90,000 for 13th-month pay.
 - Examples of de minimis benefits include rice subsidies (up to ₱2,000 per month) and uniform or clothing allowances (up to ₱6,000 annually).

5) Government Contributions & Compliance

Employers and employees must comply with mandatory contributions to ensure workers are covered by social security, health insurance, and other benefits. These contributions provide a safety net for employees, helping them access various benefits such as retirement, sickness, maternity, and health insurance.

The contribution rates for SSS, PhilHealth, and Pag-IBIG are based on the employee's salary and are shared between the employer and employee. The exact rates depend on various factors, such as salary thresholds and the applicable contribution options. Employers must refer to the latest contribution tables and formulas to ensure accurate deductions.

Overview of Mandatory Contributions

- 1 **SSS (Social Security System):** SSS provides social security coverage for Filipino employees, including salary loans, calamity loans, retirement, maternity, disability, sickness, and death benefits. [The contribution rate is based on the employee's Monthly Salary Credit \(MSC\)](#), which is a range of income used to determine the contribution rate. Contributions are shared, with the employer contributing a larger portion than the employee.

- **How to Calculate SSS Contributions**

To calculate the SSS contribution, [check the SSS Contribution Table for the employee's salary bracket](#). For example, if an employee earns ₱25,000, their Monthly Salary Credit (MSC) may fall within a certain range. Based on this, the total SSS contribution might be ₱1,030, with the employer covering ₱620 and the employee covering ₱410.

- 2 **PhilHealth (Philippine Health Insurance Corporation):** PhilHealth provides health insurance coverage for employees and their dependents. The contribution rate as of 2025 is 5% of the employee's basic salary, with the contribution equally split between the employer and employee.

However, there are salary thresholds, meaning contributions will only apply within certain income limits. There is a minimum salary threshold and a maximum salary threshold that determines the minimum and maximum amounts an employee can contribute to PhilHealth. [Check this table to find the contribution rate based on Salary.](#)

- **How to Calculate PhilHealth Contributions**

To calculate, multiply the basic salary by 5%, then divide the amount equally between the employer and employee. For example, if the employee earns ₱25,000, the contribution is ₱1,250 ($₱25,000 \times 5\%$), and the employer and employee would each contribute ₱625.

- 3 **Pag-IBIG Fund (Home Development Mutual Fund):** The Pag-IBIG Fund provides savings, loans, and housing benefits for employees. There are two contribution options available:

- Standard: Employees earning ₱1,500 or less contribute 1% (employee) and 2% (employer). Those earning above ₱1,500 contribute 2% each, capped at ₱200 monthly.
- For voluntary/self-employed members: Fixed ₱400 per month.

- **How to Calculate Pag-IBIG Contributions**

For standard contributions: multiply the employee's salary by 2% for both employee and employer shares, capped at ₱200 each. For example, if an employee earns ₱20,000, both the employee and employer contribute ₱200 (2% of ₱10,000 MFS).

For self-employed and voluntary members: the contribution is 2% of their income, up to ₱200. Those covering both shares contribute ₱400.

Employer Responsibilities

Employers are responsible for payroll management and legal compliance. They must handle employee registrations and ensure that all required contributions are accurately deducted and remitted on time. Below are the main responsibilities of employers:

- Register all employees with TIN, SSS, PhilHealth, and Pag-IBIG.
- Deduct and remit taxes, employee contributions, and employer shares on time.
- Provide proof of contributions (e.g., pay slips, remittance reports).

Penalties for Non-Compliance

Employers must ensure timely and accurate remittance of contributions to avoid penalties, which can accumulate quickly. Below are the penalties for failing to comply with contribution requirements for each agency:

- **SSS:** Fines, a 2% interest per month on unpaid contributions, and potential legal action
- **PhilHealth:** 3% interest per month on delayed payments
- **Pag-IBIG:** Fines of 1/20 of 1% of the due amount per day of delay
- **BIR:** Severe penalties and interest charges on late or unpaid remittances.

6) Government Deadlines & Filing Requirements

Timely submission of government contributions and tax filings ensures compliance, prevents penalties and interest charges, and maintains your company's reputation.

- 1 **Key Deadlines by Agency:** Each agency has specific due dates for tax and contribution payments, which employers must strictly follow. Missing these deadlines can result in fines, interest charges, or legal consequences.

SSS (Social Security System):

- **Contribution Remittances:**

- Due on the 10th, 15th, 20th, 25th, or last day of the following month, depending on the employer's SSS registration number.
- [Check the table on page 2](#) to find out when you must give the contribution based on SSS registration number.

- **Loan Payments:** Follow the same deadlines as contribution remittances.

PhilHealth (Philippine Health Insurance Corporation):

- **Contribution Remittances:**

- Due from the 11th to the 15th or from the 16th to the 20th of the following month, based on the employer's PhilHealth Employer Number (PEN).
- Here is the [link to the table](#).

Pag-IBIG Fund Monthly Contribution Remittances:

Deadlines depend on the first letter of the employer's/company's business name:

- A to D → 10th - 14th of the month
- E to L → 15th - 19th of the month
- M to Q → 20th - 24th of the month
- R to Z, Numerals → 25th - end of the month

For more information about Pag-IBIG, [check out this blog](#).

BIR (Bureau of Internal Revenue):

- **Withholding Tax on Compensation:**

- **BIR Form 1601-C:** Monthly, due on the 10th (manual filing) or the 15th (eFPS users) of the following month.
 - For December's taxes: Must be filed by January 15 of the following year.
- **BIR Form 1604-C:** Due on or before January 31 of the following year

- **Annual Requirements:**

- **BIR Form 2316:** Must be issued to employees and submitted to BIR by February 28 (as of 2025).

- **Annual Income Tax Returns:**

- **BIR Form 1700:** For purely compensation income earners
- **BIR Form 1701:** For mixed-income earners
- **Filing Date:** On or before April 15 each year

Note: For Self-employed Individuals or Sole Proprietors, Freelancers or Independent Contractors, Estates, and Trusts, **BIR Form 1701-Q** is also required to report and pay quarterly income taxes. Below are the filing deadlines:

- Quarterly Filing Deadlines:
 - Q1: On or before May 15
 - Q2: On or before August 15
 - Q3: On or before November 15
 - Q4: On or before April 15 of the following year

2 **Filing Methods:** Employers can submit payroll taxes and government contributions through various methods, depending on the agency and company preferences.

- **SSS, PhilHealth, and Pag-IBIG:**

- Utilize online portals for easier processing:

- **SSS:** [My.SSS](#)

- **PhilHealth:** [EPRS](#)

- **Pag-IBIG:** [Virtual Pag-IBIG](#)

- Manual filing is still available at some branches but is gradually being phased out.

- **BIR:**

- Use the [eFPS \(Electronic Filing and Payment System\)](#) for online filing.

- Smaller employers may manually file at BIR offices.

7) Common Payroll Forms & Documentation

Proper payroll documentation ensures compliance with government regulations and provides a clear record of employee compensation and deductions. Employers must prepare and maintain essential payroll forms for tax reporting, employee benefits, and audits. These records help track salaries, contributions, and tax payments, ensuring accuracy and transparency in payroll processing.

1 Key Government Forms

- **SSS Forms:**

- R-1A – Employer’s List of New Employees.

- R-3 – Contribution Collection List, submitted monthly.

- R-5 – Payment Return Form for contributions and loans.

Note: R-3 and R-5 are only required for manual payments and not needed when using the SSS online portal.

- **PhilHealth Forms:**

- ER2 – Employer’s Report of Employee Movements.

- RF1 – Remittance Report detailing contributions.

- **Pag-IBIG Forms:**
 - **STL (Short-Term Loan) Application Form** – For employee loan requests.
 - **MCRF (Monthly Contribution Remittance Form)** – Summary of contributions remitted.
- **BIR Forms:**
 - **BIR Form 1601-C** – Monthly Remittance Return of Income Taxes Withheld on Compensation.
 - **BIR Form 1604-C** – Annual Information Return of Income Taxes Withheld on Compensation
 - **BIR Form 2316** – Certificate of Compensation Payment/Tax Withheld, issued annually to employees.
 - **Alpha List Schedules** – Annual reporting of taxes to the BIR.
- 2 **Employee Payroll Records**
 - **Payslips:**
 - Must include gross pay, deductions, net pay, and a breakdown of hours worked.
 - Essential for transparency and compliance with labor laws.
 - **Employment Contracts:**
 - Should specify salary, benefits, working hours, and deductions.
 - Must align with the Labor Code and company policies.
 - **Timekeeping Records:**
 - Daily Time Records (DTR) or digital logs to track attendance, overtime, and leaves.
- 3 **Mandatory Employee Benefits Documentation**
 - **13th Month Pay Record:**
 - Detailed computation breakdown for transparency and audit readiness.
 - **Leave Records:**
 - Tracks leave balances, conversions, and monetizations.
- 4 **Filing and Submission Requirements**
 - **Submission Frequency:**
 - SSS, PhilHealth, and Pag-IBIG: Monthly reporting and remittances.
 - BIR: Monthly, quarterly, and annual tax filings.
 - **Retention Period:**
 - Payroll records must be kept for at least 5 years, as required by the Bureau of Internal Revenue (BIR).
- 5 **Penalties for Missing Documentation**
 - Fines, interest, and penalties for late or incorrect submissions.
 - Non-compliance may result in audits and reputational risks for the company.

6 Penalties for Late or Incorrect Filing

- **SSS:** 2% monthly interest on late contributions or loan payments.
- **PhilHealth:** 3% monthly interest on delayed contributions.
- **Pag-IBIG:** 1/20 of 1% daily interest on unpaid contributions.
- **BIR:**
 - 25% surcharge on the tax due for late payments or failure to file.
 - 12% annual interest on unpaid amounts.
 - Additional compromise penalties for errors or late submissions.

8) Summary of Common Govt. Contributions & Deadlines

AGENCY	FORM/REQUIREMENT	DEADLINE	NOTES
SSS	Contributions & Loans	<ul style="list-style-type: none"> • 10th = 10th digit of ER is 1 or 2 • 15th = 10th digit of ER is 3 or 4 • 20th = 10th digit of ER is 5 or 6 • 25th = 10th digit of ER is 7 or 8 • End of month = 10th digit of ER is 9 or 0 	Based on the 10th digit of the 13-digit Employer (ER) Number
PhilHealth	Contributions	<ul style="list-style-type: none"> • 11th – 15th of the following month if Employer PEN ends in 0-4 • 16th – 20th of the following month if Employer PEN ends in 5-9 	Based on PEN classification.
Pag-IBIG	Contributions & Loan Payments	<ul style="list-style-type: none"> • A to D = 10th–14th of the month • E to L = 15th–19th of the month • M to Q = 20th–24th of the month • R to Z or Numeral = 25th at the end of the month 	Based on the First Letter of the Employer / Company Name
BIR	Withholding Tax (1601-C)	10th of the following month. December’s taxes must be filed by January 15 of the following year.	Monthly remittance of employee taxes.
BIR	Annual Compensation Tax Summary (1604-C)	On or before January 31 the following year.	Annual summary of all withholding taxes on employee compensation.
BIR	Annual Form 2316	February 28 (As of the year 2025).	Issued to employees and submitted.

9) Best Practices and Compliance Tips

Ensuring accurate and compliant payroll management requires the right tools, up-to-date regulations, and proper documentation. Below are best practices to streamline payroll processes and avoid compliance issues.

- 1 **Automate payroll and timekeeping.**
 - **Use Payroll Software** – Automating payroll reduces errors, saves time, and streamlines deductions and contributions.
 - **Integrate Timekeeping Tools** – Accurate tracking of work hours, overtime, and leaves ensures precise payroll calculations.
- 2 **Stay Updated on Regulations**
 - Regularly update payroll systems with the latest tax tables and contribution rates.
 - Keep payroll records for at least 5 years, as required by the Bureau of Internal Revenue (BIR).
- 3 **Train & Educate Employees**
 - Train HR staff on payroll regulations, government filing requirements, and compliance best practices.
 - Educate employees on how payroll deductions, benefits, and payslips work to promote transparency.
- 4 **Conduct Regular Payroll Audits**
 - Verify payroll data and submissions to detect errors before remitting contributions and taxes.
 - Cross-check payroll reports with government compliance requirements to avoid penalties.
- 5 **Use government portals for efficient filing.**
 - Use official government online portals for efficiency and accuracy:
 - **SSS:** [My.SSS](#)
 - **PhilHealth:** [EPRS](#)
 - **Pag-IBIG:** [Virtual Pag-IBIG](#)
 - Reduce paperwork by opting for electronic filing and payments.
- 6 **Partner with experts**
 - **Consult Payroll Professionals** – Get expert advice on complex payroll cases and compliance issues.
 - **Outsource Payroll** – If in-house management is challenging, consider outsourcing to trusted payroll providers to ensure accuracy and compliance.
- 7 **Maintain confidentiality**
 - Secure payroll data to protect sensitive employee information.
 - Limit access to payroll records to authorized personnel only.

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10) Resources & Tools

- 1 **Official Government Website:** [SSS](#), [PhilHealth](#), [Pag-IBIG](#), [BIR](#), [DOLE](#)
- 2 **Philippine Social Security System (SSS):** [Employer Contributions Return Form](#), [SSS Contributions based on MSC](#)
- 3 **PhilHealth:** [New Payment Schedule for Premium Contributions](#), [Contributions Table Based On Monthly Salary](#)
- 4 **Bureau of Internal Revenue (BIR):** [List of BIR Forms](#)
- 5 **Blog:** [How to Calculate Your HDMF Contribution](#)

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"To impact the life of every Filipino by improving business in the Philippines."



With over a decade of experience delivering best-in-class payroll solutions, we understand the unique payroll challenges that startups and growing businesses face.

That's why we created this guide—to provide real value and practical solutions that help businesses like yours stay compliant, efficient, and ready for growth.

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Toward Hassle-Free Payroll?**

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We know that knowledge alone isn't always enough. Payroll requires the right tools, systems, and expertise to truly make an impact.

That's why we've developed Payroll Starter—a solution tailor-fit for startups and growing businesses, ensuring compliance, accuracy, and efficiency every step of the way

What is Payroll Starter?

A simple, affordable, and stress-free payroll solution designed to take the burden off your shoulders.

For as low as Php 5,000 per month, you can offload your payroll worries and focus on growing your business.



What's included?



Payroll Outsourcing

End-to-end payroll processing handled by Sprout's payroll experts, ensuring accuracy and efficiency.



Sprout Gov Compliance

Stay 100% compliant with labor laws and government agencies like SSS, PhilHealth, Pag-IBIG, and BIR, with Sprout managing all requirements for you.



HR Lite & Mobile App

Access an intuitive HR dashboard and mobile app designed to simplify attendance tracking and employee data management—secure, seamless, and hassle-free.

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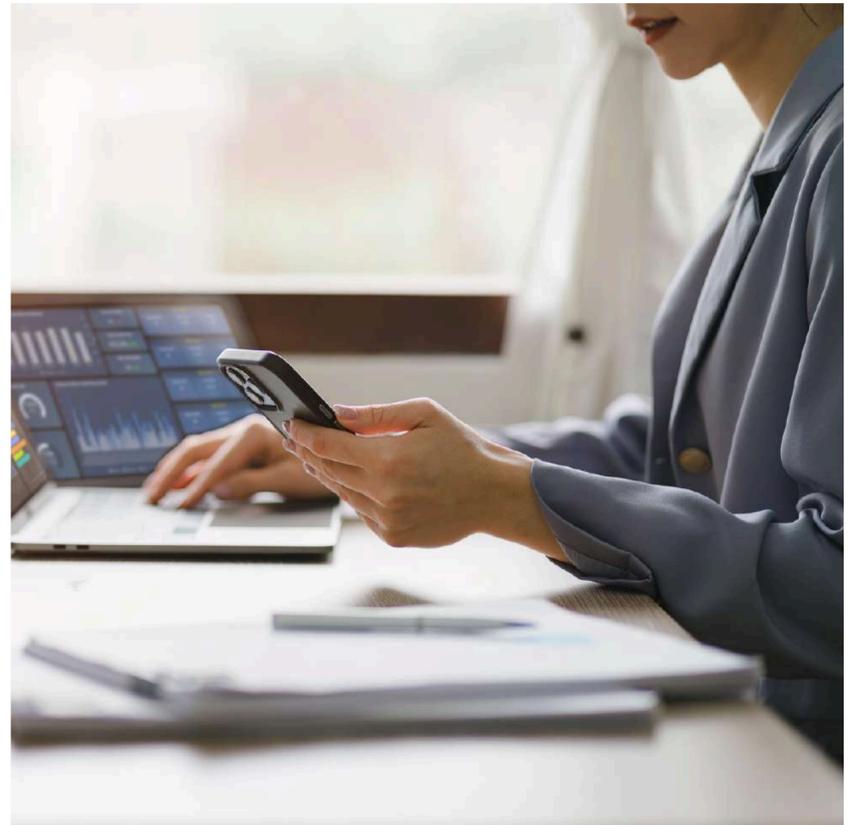
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- Workplace Policy Reviews and Audits

...and many more!



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Thank you for reading **Payroll in the Philippines: 10 Essential Guidelines for Startups & Growing Businesses.**

We hope this guide empowers you in streamlining your payroll processes and help you achieve success this year!