

The 2026 Philippine Employer Compliance Checklist:

Key Requirements, Submission Channels, & Deadlines

[Staying compliant in the Philippines](#) isn't just about meeting deadlines: it's about protecting your business, your people, and your ability to scale with confidence.

From local government permits and [BIR tax filings](#) to DOLE labor reports, [data privacy](#) registrations, and mandatory employee contributions, compliance requirements span multiple agencies, timelines, and submission channels. Missing even one obligation can [result in penalties](#), operational delays, or reputational risk.

This Compliance Checklist is designed to help employers get a clearer view of what needs to be submitted, where, and when, so nothing critical falls through the cracks.

HOW TO USE THIS CHECKLIST

Use this checklist as a baseline reference for your annual and recurring compliance requirements across key government agencies, including:



Business & Tax (LGU, [BIR](#))



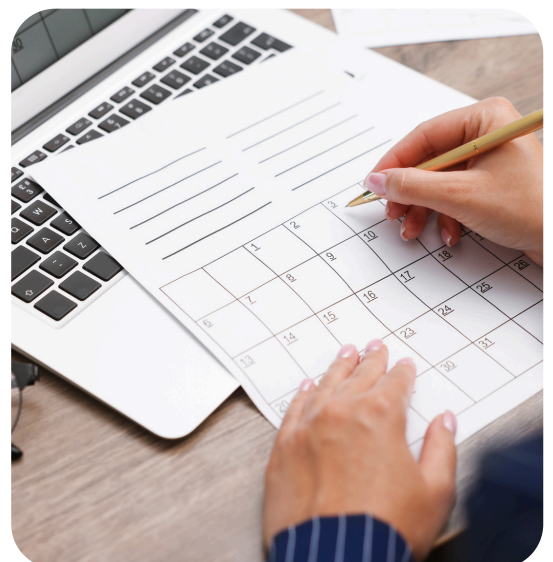
Labor & Employment ([DOLE](#))



Corporate & Data Privacy (SEC, NPC)



Employee Contributions
([SSS](#), PhilHealth, [Pag-IBIG](#))



Government Agency	Requirements	Where to Submit	When to Submit
Local Government Unit	☐ Application form ☐ Old Business Permit ☐ Annual ITR ☐ Quarterly ITR and VAT returns (1st, 2nd and 3rd) ☐ SEC Cert. of No Derogatory Record/ Undertaking ☐ Contract of Lease ☐ Fire Safety Insurance Certificate ☐ Commercial General Liability Insurance ☐ Sec. Cert. for Authorized Representative ☐ Cedula ☐ Brgy. Permit *Requirements may differ depending on the LGU	Onsite submission to the LGU	On or before January 20 each year
 Securities and Exchange Commission (SEC)	☐ General Information Sheet ☐ Audited Annual Financial Statement	SEC Website	1. Within thirty (30) days from the annual stockholders' meeting date 2. Depends on the last digit of the SEC registration/License Number
 Department of Labor and Employment	☐ 13th Month Pay Report ☐ Work Accident/Illness Report ☐ Telecommuting Report ☐ Registration of Establishment under Rule 1020 ☐ Alien Employment Permit. (for foreign workers)	Regional Labor Office DOLE Website	1. Not later than January 15 of each year 2. Every 30th of the month 3. Notify DOLE through the Establishment Report System 4. Within thirty (30) days before operation 5. Within ten (10) working days from date of signing of the contract, or prior to the commencement of employment

Government Agency	Requirements	Where to Submit	When to Submit
 Occupational Safety and Health	☐ Company OSH Program ☐ Minutes of Meeting of OSH Committee ☐ Annual Work Accident/Illness Exposure Data Report ☐ Report on Safety Organization ☐ Annual Medical Report	DOLE Regional Office DOLE Website	
 National Privacy Commission	☐ DPO Registration ☐ PIC/PIP Registration ☐ Annual Security Incident Report	NPC Website	
 Philippine Health Insurance Corporation (PHIC)  Social Security System (SSS)  Pag-IBIG Home Development Mutual Fund (HDMF)	☐ Monthly Contribution Remittances	Philhealth: Website SSS: Nearest branch Pag-IBIG: Website	
 Bureau of Immigration	☐ 9(g) Visa (for foreign workers)	Immigration Office	

Government Agency

Requirements

Where to Submit

When to Submit



Bureau of
Internal
Revenue

- ☐ Q1 Income Tax Return
- ☐ Q2 Income Tax Return
- ☐ Q3 Income Tax Return
- ☐ Annual Income Tax Return
- ☐ Q1 EWT Return
- ☐ Q2 EWT Return
- ☐ Q3 EWT Return
- ☐ Q4 EWT Return
- ☐ Q1 VAT Return
- ☐ Q2 VAT Return
- ☐ Q3 VAT Return
- ☐ Q4 VAT Return
- ☐ Withholding Taxes on Wages (Monthly)
- ☐ Annual Information Return of EWT
- ☐ Alphabetical List of Payees
- ☐ Annual Information Return of WTC
- ☐ Summary List of Sales, Purchases and Importations
- ☐ BIR Form No. 2316

*Other tax returns depending on the BIR Certificate of Registration.

Appropriate
Revenue
District Office

1-3. On or before the 60th day following the close of each of the quarters of the taxable year.

Keep in mind that requirements, forms, and deadlines may vary depending on your company size, industry, location, and workforce composition (e.g., foreign employees). This checklist works best when paired with a structured internal process or a system that helps you track deadlines, documents, and employee data in one place.



Simplify Compliance as You Scale Your Business

Compliance becomes complex as organizations grow.

[Sprout Payroll](#) and [Sprout HR](#) help you reduce compliance risk by automating statutory reporting, maintaining accurate employee records, and supporting audit-ready processes across payroll and HR operations.



For deeper guidance, explore our [Compliance Hub](#), your centralized resource for understanding Philippine employer requirements, regulatory obligations, and compliance best practices.

It brings together clear, up-to-date guidance on regulatory requirements across key government agencies, including BIR, DOLE, SSS, PhilHealth, Pag-IBIG, LGUs, and data privacy authorities.

Let your HR and finance teams focus on higher-impact work instead of chasing deadlines.

[Book a Demo](#)