


**COST BREAKDOWN FORM**

		Please assign a column for each COS position		
		COS POSITION	COS POSITION	COS POSITION
Employee's Basic Pay Per Day	<b>A</b>			
Amount Payable to the Employee				
Basic Salary	<b>B</b>			
Service Incentive Leave	<b>C</b>			
13th Month Pay	<b>D</b>			
<b>Sub-Total</b>	<b>E=B+C+D</b>			
<b>Amount Payable to the Government</b>				
Pag-ibig Contribution	<b>F</b>			
SSS Contribution	<b>G</b>			
PHIC	<b>H</b>			
ECC	<b>I</b>			
<b>Sub-Total</b>	<b>J=F+G+H+I</b>			
<b>Total Paid to the Employee &amp; to the Government</b>	<b>K=E+J</b>			
Administrative Expense	<b>L</b>			
Cost per Month exclusive of Tax	<b>M=K+L</b>			
Add : Value Added Tax (12%)	<b>N</b>			
Total Cost per Position	<b>O=M+N</b>			
Number of Personnel	<b>P</b>			
Total Cost Per Month Per Position	<b>Q = O*P</b>			
Billing Rate per Day	<b>R</b>			
Total Cost Per Annum Per Position	<b>S = Q*12</b>			
<b>TOTAL</b>				
<b>PROVISION FOR OVERTIME FOR THE YEAR</b>	<b>Php ___ / year</b>			

Note: This form can be modified as long as all information required herein are all present

**Name:** \_\_\_\_\_  
**Legal Capacity:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
 \_\_\_\_\_  
**Duly authorized to sign the Bid for and behalf of:** \_\_\_\_\_

**Prepared by:**  
  
**JULIE M. ZARDILLA**  
 HR Officer IV

**Noted by:**  
  
**ATTY. RONCES ANNE S. REYES-DE LEON**  
 Acting Department Head, HRODD