



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
(CvSU)  
Don Severino De Las Alas Campus  
Cavite, Philippines

[www.cvsu.edu.ph](http://www.cvsu.edu.ph)

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## Sample Cost Distribution Form

*Note: 1. Daily Wage Rate will be based on PADPAO per Area Classification.  
2. Day Shift & Night Shift schedule is listed in the Technical Specifications Attached.*

Days worked per week	_____
No. of days/year	_____
<b>Amount to Guard</b>	
New Daily Wage (DW)	_____
Ave. Pay/Month (DW x No. days per year / 12)	_____
Night Differential Pay (Ave. Pay/Month x 10% x 1/3) (x12)	_____
13 <sup>th</sup> Month Pay (DW X 365/12/12)	_____
5 Days Incentive Pay (DW x 5/12)	_____
Uniform Allowance (RA 5487)	_____
Overtime Pay	_____
	=====
<b>Amount to Government In Favor of Guard</b>	
Retirement Benefit (R.A. 7641) (DW X 22.5/12)	_____
SSS Premium	_____
Philhealth Contribution	_____
State Insurance Fund	_____
Pag-ibig Fund	_____
	=====
<b>A. TOTAL AMOUNT TO GUARD &amp; GOVERNMENT</b>	
	_____
<b>B. AGENCY FEE</b>	
Administrative Overhead	_____
<b>C. VALUE ADDED TAX (Agency fee x 12% VAT-RMC-039-2007)</b>	
	_____
<b>Minimum Contract Rate</b>	
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Prepared by:

NAME & SIGNATURE OF AUTHORIZED REPRESENTATIVE