



For BIR Use Only BCS/ Item:

BIR Form No.
2316

January 2018 (ENCS)

**Certificate of Compensation
Payment/Tax Withheld**

For Compensation Payment With or Without Tax Withheld



2316 01/18 ENCS

Fill in all applicable spaces. Mark all appropriate boxes with an "X".

<p>1 For the Year (YYYY) <input style="width:100px;" type="text" value="2022"/></p> <p>2 For the Period From (MM/DD) <input style="width:100px;" type="text" value="0101"/> To (MM/DD) <input style="width:100px;" type="text" value="0210"/></p> <p>Part I - Employee Information</p> <p>3 TIN <input style="width:100px;" type="text" value="348-563-249-000"/></p> <p>4 Employee's Name (Last Name, First Name, Middle Name) <input style="width:100px;" type="text" value="OTARRA, KRIZIA FRANCHETTE ACOMPANADO"/> 5RDO Code <input style="width:100px;" type="text" value="43A"/></p> <p>6 Registered Address <input style="width:100px;" type="text" value="UPPER LABOGON MANDAUE CITY CEBU"/> 6A Zip Code <input style="width:100px;" type="text"/></p> <p>6B Local Home Address <input style="width:100px;" type="text"/> 6C Zip Code <input style="width:100px;" type="text"/></p> <p>6D Foreign Address <input style="width:100px;" type="text"/></p> <p>7 Date of Birth (MM/DD/YYYY) <input style="width:100px;" type="text" value="04-19-1999"/> 8 Contact Number <input style="width:100px;" type="text"/></p> <p>9 Statutory Minimum Wage rate per day <input style="width:100px;" type="text" value="0.00"/></p> <p>10 Statutory Minimum Wage rate per month <input style="width:100px;" type="text" value="0.00"/></p> <p>11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax</p> <p>Part II - Employer Information (Present)</p> <p>12 TIN <input style="width:100px;" type="text" value="009-282-723-"/></p> <p>13 Employer's Name <input style="width:100px;" type="text" value="24-7 INTOUCH PH INC."/></p> <p>14 Registered Address <input style="width:100px;" type="text" value="UP TOWN CENTER PHASE II, 3/F CORPORATE T"/> 14A Zip Code <input style="width:100px;" type="text"/></p> <p>15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p>Part III - Employer Information (Previous)</p> <p>16 TIN <input style="width:100px;" type="text"/></p> <p>17 Employer's Name <input style="width:100px;" type="text"/></p> <p>18 Registered Address <input style="width:100px;" type="text"/> 18A Zip Code <input style="width:100px;" type="text"/></p> <p>Part IVA - Summary</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">19 Gross Computation Income from Present Employer (Sum of Items 36 and 50)</td> <td style="width:30%; text-align: right;"><input style="width:100%;" type="text" value="14,795.14"/></td> </tr> <tr> <td>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="3,153.95"/></td> </tr> <tr> <td>21 Taxable Compensation from Present Employer (Item 19 Less Item 20) (From Item 50)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="11,641.19"/></td> </tr> <tr> <td>22 Add: Taxable Compensation Income from Previous Employer, if applicable</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>23 Gross Taxable Compensation Income (Sum of Items 21 and 22)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="11,641.19"/></td> </tr> <tr> <td>24 Tax Due</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>25 Amount of Taxes Withheld</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td style="padding-left: 20px;">25A Present Employer</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td style="padding-left: 20px;">25B Amount of Taxes Withheld</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> </table>	19 Gross Computation Income from Present Employer (Sum of Items 36 and 50)	<input style="width:100%;" type="text" value="14,795.14"/>	20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)	<input style="width:100%;" type="text" value="3,153.95"/>	21 Taxable Compensation from Present Employer (Item 19 Less Item 20) (From Item 50)	<input style="width:100%;" type="text" value="11,641.19"/>	22 Add: Taxable Compensation Income from Previous Employer, if applicable	<input style="width:100%;" type="text" value="0.00"/>	23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	<input style="width:100%;" type="text" value="11,641.19"/>	24 Tax Due	<input style="width:100%;" type="text" value="0.00"/>	25 Amount of Taxes Withheld	<input style="width:100%;" type="text" value="0.00"/>	25A Present Employer	<input style="width:100%;" type="text" value="0.00"/>	25B Amount of Taxes Withheld	<input style="width:100%;" type="text" value="0.00"/>	26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	<input style="width:100%;" type="text" value="0.00"/>	<p>Part IV-B Details of Compensation Income & Tax Withheld from Present Employer</p> <p>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME Amount</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">27 Basic Salary (including the exempt P250.00 & below or the Statutory Minimum Wage of the MWE)</td> <td style="width:30%; text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>28 Holiday Pay (MWE)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>29 Overtime Pay (MWE)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>30 Night Shift Differential (MWE)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>31 Hazard Pay (MWE)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>32 13th Month Pay and Other Benefits (maximum of P90,000)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="801.96"/></td> </tr> <tr> <td>33 De Minimis Benefits</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="1,434.49"/></td> </tr> <tr> <td>34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="917.50"/></td> </tr> <tr> <td>35 Salaries & Other Forms of Compensation</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="3,153.95"/></td> </tr> </table> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">37 Basic Salary</td> <td style="width:30%; text-align: right;"><input style="width:100%;" type="text" value="9,214.10"/></td> </tr> <tr> <td>38 Representation</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>39 Transportation</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>40 Cost of Living Allowance (COLA)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>41 Fixed Housing Allowance</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>42 Others (specify)</td> <td style="text-align: right;"><input style="width:100%;" type="text"/></td> </tr> <tr> <td>42A</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>42B</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> </table> <p>SUPPLEMENTARY</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">43 Commission</td> <td style="width:30%; text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>44 Profit Sharing</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>45 Fees Including Director's Fees</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>46 Taxable 13th Month Benefits</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="2,298.85"/></td> </tr> <tr> <td>47 Hazard Pay</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>48 Overtime Pay</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="128.24"/></td> </tr> <tr> <td>49 Others (specify)</td> <td style="text-align: right;"><input style="width:100%;" type="text"/></td> </tr> <tr> <td>49A</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>49B</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>50 Total Taxable Compensation Income (Sum of Items 37 to 49B)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="11,641.19"/></td> </tr> </table>	27 Basic Salary (including the exempt P250.00 & below or the Statutory Minimum Wage of the MWE)	<input style="width:100%;" type="text" value="0.00"/>	28 Holiday Pay (MWE)	<input style="width:100%;" type="text" value="0.00"/>	29 Overtime Pay (MWE)	<input style="width:100%;" type="text" value="0.00"/>	30 Night Shift Differential (MWE)	<input style="width:100%;" type="text" value="0.00"/>	31 Hazard Pay (MWE)	<input style="width:100%;" type="text" value="0.00"/>	32 13th Month Pay and Other Benefits (maximum of P90,000)	<input style="width:100%;" type="text" value="801.96"/>	33 De Minimis Benefits	<input style="width:100%;" type="text" value="1,434.49"/>	34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	<input style="width:100%;" type="text" value="917.50"/>	35 Salaries & Other Forms of Compensation	<input style="width:100%;" type="text" value="0.00"/>	36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	<input style="width:100%;" type="text" value="3,153.95"/>	37 Basic Salary	<input style="width:100%;" type="text" value="9,214.10"/>	38 Representation	<input style="width:100%;" type="text" value="0.00"/>	39 Transportation	<input style="width:100%;" type="text" value="0.00"/>	40 Cost of Living Allowance (COLA)	<input style="width:100%;" type="text" value="0.00"/>	41 Fixed Housing Allowance	<input style="width:100%;" type="text" value="0.00"/>	42 Others (specify)	<input style="width:100%;" type="text"/>	42A	<input style="width:100%;" type="text" value="0.00"/>	42B	<input style="width:100%;" type="text" value="0.00"/>	43 Commission	<input style="width:100%;" type="text" value="0.00"/>	44 Profit Sharing	<input style="width:100%;" type="text" value="0.00"/>	45 Fees Including Director's Fees	<input style="width:100%;" type="text" value="0.00"/>	46 Taxable 13th Month Benefits	<input style="width:100%;" type="text" value="2,298.85"/>	47 Hazard Pay	<input style="width:100%;" type="text" value="0.00"/>	48 Overtime Pay	<input style="width:100%;" type="text" value="128.24"/>	49 Others (specify)	<input style="width:100%;" type="text"/>	49A	<input style="width:100%;" type="text" value="0.00"/>	49B	<input style="width:100%;" type="text" value="0.00"/>	50 Total Taxable Compensation Income (Sum of Items 37 to 49B)	<input style="width:100%;" type="text" value="11,641.19"/>
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I/We declare, under the penalties of perjury that this certificate has been made in good faith, verified by me/us, and to the best of my/our knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I/we give my/our consent to the processing of my/our information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.

<p>51 <u>ERIC P. PARAGAS</u> Present Employer/ Authorized Agent Signature Over Printed Name</p> <p>CONFORME: 52 <u>OTARRA, KRIZIA FRANCHETTE</u> Employee Signature Over Printed Name</p> <p>CTC/Valid ID No. of Employee <input style="width:100px;" type="text"/> Place of Issue <input style="width:100px;" type="text"/></p>	<p>Date of Signed <input style="width:100px;" type="text"/></p> <p>Date of Signed <input style="width:100px;" type="text"/></p> <p>Date of Signed <input style="width:100px;" type="text"/></p> <p style="text-align: right;">Amount Paid, if CTC <input style="width:100px;" type="text"/></p>
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To be accomplished under substituted filing

<p>I declare, under the penalties of perjury that the information herein stated are reported under BIR Form No. 1604-C which has been filed with the Bureau of Internal Revenue.</p> <p>53 <u>ERIC P. PARAGAS</u> Present Employer/ Authorized Agent Signature Over Printed Name (Head of Accounting/ Human Resou</p>	<p>I declare, under the penalties of perjury that I am qualified under substituted filing of Income Tax Return (BIR Form No. 1700), since I received purely compensation income from only one employer in the Philippines for the calendar year; that taxes have been correctly withheld by my employer (tax due equals tax withheld); that the BIR Form No. 1604-C filed by my employer to the BIR shall constitute as my income tax return; and that BIR Form No. 2316 shall serve the same purpose as if BIR Form No. 1700 has been filed pursuant to the provisions of Revenue Regulations (RR) No. 3-2002, as amended.</p> <p>54 <u>OTARRA, KRIZIA FRANCHETTE ACOMPANADO</u> Employee Signature Over Printed Name</p>
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