



BIR Form No.  
**2316**

January 2018 (ENCS)

# Certificate of Compensation Payment/Tax Withheld

For Compensation Payment With or Without Tax Withheld



2316 01/18ENCS

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

<p>1 For the Year (YYYY) <b>2021</b></p> <p><b>Part I - Employee Information</b></p> <p>3 TIN <b>351 201 809 0000</b></p> <p>4 Employee's Name (Last Name, First Name, Middle Name) <b>Oyao, Jean Ivey</b> 5 RDO Code <b>081</b></p> <p>6 Registered Address <b>Barangay Apas, IT Park, Cebu City</b> 6A Zip Code <b>6000</b></p> <p>6B Local Home Address _____ 6C Zip Code _____</p> <p>6D Foreign Address _____ 6E Zip Code _____</p> <p>7 Date of Birth (MM/DD/YYYY) <b>08 23 1996</b> 8 Telephone Number <b>09358230316</b></p> <p>9 Statutory Minimum Wage rate per day <b>0.00</b></p> <p>10 Statutory Minimum Wage rate per month <b>0.00</b></p> <p>11 <input checked="" type="checkbox"/> Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax</p> <p><b>Part II - Employer Information (Present)</b></p> <p>12 Taxpayer <b>008 084 479 0000</b></p> <p>13 Employer's Name <b>REAL GREATENGLISH CORPORATION</b></p> <p>14 Registered Address <b>SKYRISE 4B ASIA IT PARK APAS CEBU CEBU</b> 14A Zip Code <b>6000</b></p> <p>15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p><b>Part III - Employer Information (Previous)</b></p> <p>16 TIN _____</p> <p>17 Employer's Name _____</p> <p>18 Registered Address _____ 18A Zip Code _____</p> <p><b>Part IVA - Summary</b></p> <table style="width:100%;"> <tr> <td>19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50)</td> <td style="text-align: right;"><b>185,727.00</b></td> </tr> <tr> <td>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)</td> <td style="text-align: right;"><b>16,698.61</b></td> </tr> <tr> <td>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)</td> <td style="text-align: right;"><b>169,028.39</b></td> </tr> <tr> <td>22 Add: Taxable Compensation Income from Previous Employer, if applicable</td> <td style="text-align: right;"><b>0.00</b></td> </tr> <tr> <td>23 Gross Taxable Compensation Income (Sum of Items 21 and 22)</td> <td style="text-align: right;"><b>169,028.39</b></td> </tr> <tr> <td>24 Tax Due</td> <td style="text-align: right;"><b>0.00</b></td> </tr> <tr> <td>25 Amount of Taxes Withheld</td> <td></td> </tr> <tr> <td>  25A Present Employer</td> <td style="text-align: right;"><b>0.00</b></td> </tr> <tr> <td>  25B Previous Employer</td> <td style="text-align: right;"><b>0.00</b></td> </tr> <tr> <td>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)</td> <td style="text-align: right;"><b>0.00</b></td> </tr> </table>	19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50)	<b>185,727.00</b>	20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)	<b>16,698.61</b>	21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)	<b>169,028.39</b>	22 Add: Taxable Compensation Income from Previous Employer, if applicable	<b>0.00</b>	23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	<b>169,028.39</b>	24 Tax Due	<b>0.00</b>	25 Amount of Taxes Withheld		25A Present Employer	<b>0.00</b>	25B Previous Employer	<b>0.00</b>	26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	<b>0.00</b>	<p>2 For the Period From (MM/DD) <b>01 01</b> To (MM/DD) <b>12 31</b></p> <p><b>Part IV-B Details of Compensation Income and Tax Withheld from Present Employer</b></p> <p><b>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</b></p> <table style="width:100%;"> <thead> <tr> <th></th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr><td>27 Basic Salary (including the exempt P250,000 &amp; of the Statutory Minimum Wage of the MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>28 Holiday Pay (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>29 Overtime Pay (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>30 Night Shift Differential (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>31 Hazard Pay (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>32 13th Month Pay and Other Benefits (maximum of P90,000)</td><td style="text-align: right;">8,743.51</td></tr> <tr><td>33 De Minimis Benefits</td><td style="text-align: right;">0.00</td></tr> <tr><td>34 SSS, GSIS, PHIC &amp; Pag-ibig Contributions and Union Dues (Employee share only)</td><td style="text-align: right;">7,955.10</td></tr> <tr><td>35 Salaries &amp; Other Forms of Compensation</td><td style="text-align: right;">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;"><b>16,698.61</b></td></tr> </tbody> </table> <p><b>B. TAXABLE COMPENSATION INCOME REGULAR</b></p> <table style="width:100%;"> <tbody> <tr><td>37 Basic Salary</td><td style="text-align: right;"><b>169,028.39</b></td></tr> <tr><td>38 Representation</td><td></td></tr> <tr><td>39 Transportation</td><td></td></tr> <tr><td>40 Cost of Living Allowance (COLA)</td><td></td></tr> <tr><td>41 Fixed Housing Allowance</td><td></td></tr> <tr><td>42 Others (Specify)</td><td></td></tr> <tr><td>  42A</td><td style="text-align: right;">0.00</td></tr> <tr><td>  42B</td><td></td></tr> </tbody> </table> <p><b>SUPPLEMENTARY</b></p> <table style="width:100%;"> <tbody> <tr><td>43 Commission</td><td></td></tr> <tr><td>44 Profit Sharing</td><td></td></tr> <tr><td>45 Fees Including Director's Fees</td><td></td></tr> <tr><td>46 Taxable 13th Month Pay Benefits</td><td style="text-align: right;">0.00</td></tr> <tr><td>47 Hazard Pay</td><td></td></tr> <tr><td>48 Overtime Pay</td><td></td></tr> <tr><td>49 Others (Specify)</td><td></td></tr> <tr><td>  49A</td><td></td></tr> <tr><td>  49B</td><td></td></tr> <tr><td>50 Total Taxable Compensation Income (Sum of Items 37 and 49B)</td><td style="text-align: right;"><b>169,028.39</b></td></tr> </tbody> </table>		Amount	27 Basic Salary (including the exempt P250,000 & of the Statutory Minimum Wage of the MWE)	0.00	28 Holiday Pay (MWE)	0.00	29 Overtime Pay (MWE)	0.00	30 Night Shift Differential (MWE)	0.00	31 Hazard Pay (MWE)	0.00	32 13th Month Pay and Other Benefits (maximum of P90,000)	8,743.51	33 De Minimis Benefits	0.00	34 SSS, GSIS, PHIC & Pag-ibig Contributions and Union Dues (Employee share only)	7,955.10	35 Salaries & Other Forms of Compensation	0.00	36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	<b>16,698.61</b>	37 Basic Salary	<b>169,028.39</b>	38 Representation		39 Transportation		40 Cost of Living Allowance (COLA)		41 Fixed Housing Allowance		42 Others (Specify)		42A	0.00	42B		43 Commission		44 Profit Sharing		45 Fees Including Director's Fees		46 Taxable 13th Month Pay Benefits	0.00	47 Hazard Pay		48 Overtime Pay		49 Others (Specify)		49A		49B		50 Total Taxable Compensation Income (Sum of Items 37 and 49B)	<b>169,028.39</b>
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I/We declare, under the penalties of perjury, that this certificate has been made in good faith, verified by 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.

51 NAOMI ASAI  
Present Employer/ Authorized Agent Signature Over Printed Name

Date Signed \_\_\_\_\_

CONFORME:

**Jean Ivey Oyao**

52 \_\_\_\_\_  
Employee Signature Over Printed Name

Date Signed \_\_\_\_\_

Amount Paid, if CTC \_\_\_\_\_

CTC/Valid ID No. \_\_\_\_\_ Place of Issue \_\_\_\_\_

Date of Issue \_\_\_\_\_

**To be accomplished under substituted filing**

I declare, under the penalties of perjury, that the information herein stated are reported under BIR Form No. 1604C which has been filed with the Bureau of Internal Revenue.

I declare, under the penalties of perjury that I am qualified under substituted filing of Income Tax Returns (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.

53 NAOMI ASAI  
Present Employer/ Authorized Agent Signature Over Printed Name  
(Head of Accounting/ Human Resource or Authorized Representative)

54 Jean Ivey Oyao  
Employee Signature Over Printed Name