



BIR Form No.
2316
September 2021(ENCS)

Certificate of Compensation Payment/Tax Withheld



2316 9/21ENCS

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

<p>1 For the Year (YYYY) <u>2 0 2 2</u></p> <p style="text-align: center;">Part I - Employee Information</p> <p>3 TIN <u>3 7 4 - 8 8 8 - 3 3 9 - 0 0 0 0 0</u></p> <p>4 Employee's Name (Last Name, First Name, Middle Name) 5 RDO Code <u>DELIGERO, JOSHUA GUALIN</u> <u> </u></p> <p>6 Registered Address 6A ZIP Code <u>C/O SYKES ASIA, INC.</u> <u> </u></p> <p>6B Local Home Address 6C ZIP Code <u>C/O SYKES ASIA, INC.</u> <u> </u></p> <p>6D Foreign Address <u> </u></p> <p>7 Date of Birth (MM/DD/YYYY) 8 Contact Number <u>0 6 0 8 2 0 0 0</u> <u> </u></p> <p>9 Statutory Minimum Wage rate per day <u> </u></p> <p>10 Statutory Minimum Wage rate per month <u> </u></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 style="text-align: center;">Part II - Employer Information (Present)</p> <p>12 TIN <u>0 0 5 - 0 5 7 - 1 8 1 - 0 0 0 0</u></p> <p>13 Employer's Name <u>SYKES ASIA, INC.</u></p> <p>14 Registered Address 14A ZIP Code <u>10th F. Glorietta Corporate Tower 1, Palm Drive, Ayala Center, Makati City, Philippines</u> <u>1 2 2 4</u></p> <p>15 Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p style="text-align: center;">Part III - Employer Information (Previous)</p> <p>16 TIN <u> </u></p> <p>17 Employer's Name <u> </u></p> <p>18 Registered Address 18A ZIP Code <u> </u> <u> </u></p> <p style="text-align: center;">Part IVA - Summary</p> <table style="width:100%;"> <tr><td>19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)</td><td style="text-align: right;"><u>156,313.45</u></td></tr> <tr><td>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)</td><td style="text-align: right;"><u>156,313.45</u></td></tr> <tr><td>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>22 Add: Taxable Compensation Income from Previous Employer, if applicable</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>23 Gross Taxable Compensation Income (Sum of Items 21 and 22)</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>24 Tax Due</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>25 Amount of Taxes Withheld</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td> 25A Present Employer</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td> 25B Previous Employer, if applicable</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>27 5% Tax Credit (PERA Act of 2008)</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>28 Total Taxes Withheld (Item 26 less Item 27)</td><td style="text-align: right;"><u>0.00</u></td></tr> </table>	19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)	<u>156,313.45</u>	20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	<u>156,313.45</u>	21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	<u>0.00</u>	22 Add: Taxable Compensation Income from Previous Employer, if applicable	<u>0.00</u>	23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	<u>0.00</u>	24 Tax Due	<u>0.00</u>	25 Amount of Taxes Withheld	<u>0.00</u>	25A Present Employer	<u>0.00</u>	25B Previous Employer, if applicable	<u>0.00</u>	26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	<u>0.00</u>	27 5% Tax Credit (PERA Act of 2008)	<u>0.00</u>	28 Total Taxes Withheld (Item 26 less Item 27)	<u>0.00</u>	<p>2 For the Period From (MM/DD) <u>0 9 1 9</u> To (MM/DD) <u>1 2 3 1</u></p> <p style="text-align: center;">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%;"> <tr><td>29 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)</td><td style="text-align: right;"><u>112,764.15</u></td></tr> <tr><td>30 Holiday Pay (MWE)</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>31 Overtime Pay (MWE)</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>32 Night Shift Differential (MWE)</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>33 Hazard Pay (MWE)</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>34 13th Month Pay and Other Benefits (maximum of P90,000)</td><td style="text-align: right;"><u>8,548.13</u></td></tr> <tr><td>35 De Minimis Benefits</td><td style="text-align: right;"><u>20,974.80</u></td></tr> <tr><td>36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td><td style="text-align: right;"><u>9,830.04</u></td></tr> <tr><td>37 Salaries and Other Forms of Compensation</td><td style="text-align: right;"><u>4,196.33</u></td></tr> <tr><td>38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)</td><td style="text-align: right;"><u>156,313.45</u></td></tr> </table> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <table style="width:100%;"> <tr><td>39 Basic Salary</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>40 Representation</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>41 Transportation</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>42 Cost of Living Allowance (COLA)</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>43 Fixed Housing Allowance</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>44 Others (specify)</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td> 44A <u> </u></td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td> 44B <u> </u></td><td style="text-align: right;"><u>0.00</u></td></tr> </table> <p style="text-align: center;">SUPPLEMENTARY</p> <table style="width:100%;"> <tr><td>45 Commission</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>46 Profit Sharing</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>47 Fees Including Director's Fees</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>48 Taxable 13th Month Benefits</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>49 Hazard Pay</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>50 Overtime Pay</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>51 Others (specify)</td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td> 51A <u>Salaries and other form of compensation</u></td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td> 51B <u> </u></td><td style="text-align: right;"><u>0.00</u></td></tr> <tr><td>52 Total Taxable Compensation Income (Sum of Items 39 to 51B)</td><td style="text-align: right;"><u>0.00</u></td></tr> </table>	29 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	<u>112,764.15</u>	30 Holiday Pay (MWE)	<u>0.00</u>	31 Overtime Pay (MWE)	<u>0.00</u>	32 Night Shift Differential (MWE)	<u>0.00</u>	33 Hazard Pay (MWE)	<u>0.00</u>	34 13th Month Pay and Other Benefits (maximum of P90,000)	<u>8,548.13</u>	35 De Minimis Benefits	<u>20,974.80</u>	36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	<u>9,830.04</u>	37 Salaries and Other Forms of Compensation	<u>4,196.33</u>	38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	<u>156,313.45</u>	39 Basic Salary	<u>0.00</u>	40 Representation	<u>0.00</u>	41 Transportation	<u>0.00</u>	42 Cost of Living Allowance (COLA)	<u>0.00</u>	43 Fixed Housing Allowance	<u>0.00</u>	44 Others (specify)	<u>0.00</u>	44A <u> </u>	<u>0.00</u>	44B <u> </u>	<u>0.00</u>	45 Commission	<u>0.00</u>	46 Profit Sharing	<u>0.00</u>	47 Fees Including Director's Fees	<u>0.00</u>	48 Taxable 13th Month Benefits	<u>0.00</u>	49 Hazard Pay	<u>0.00</u>	50 Overtime Pay	<u>0.00</u>	51 Others (specify)	<u>0.00</u>	51A <u>Salaries and other form of compensation</u>	<u>0.00</u>	51B <u> </u>	<u>0.00</u>	52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	<u>0.00</u>
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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.

53 <u>VALDEZ, NOEL B.</u> Payroll Director Present Employer/Authorized Agent Signature over Printed Name	Date Signed <u>0 1 3 0 2 0 2 3</u>
CONFORME: 54 <u>DELIGERO, JOSHUA GUALIN</u> Employee Signature over Printed Name	Date Signed <u> </u>
CTC/Valid ID No. <u> </u> Place of Issue <u> </u>	Date Issued <u> </u> Amount paid, if CTC <u> </u>

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>55 <u>VALDEZ, NOEL B.</u> Payroll Director Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)</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>56 <u>DELIGERO, JOSHUA GUALIN</u> Employee Signature over Printed Name</p>
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*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)