



# Certificate of Compensation Payment/Tax Withheld



BIR Form No.  
**2316**

September 2021(ENCS)

For Compensation Payment With or Without Tax Withheld

2316 9/21ENCS

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

<p><b>1</b> For the Year (YYYY) <u>2 0 2 2</u></p> <p><b>2</b> For the Period From (MMDD) <u>0 1 0 1</u> To (MMDD) <u>1 2 3 1</u></p> <p><b>3</b> TIN <u>5 0 8 - 0 8 2 - 3 5 7 -</u></p> <p><b>4</b> Employee's Name (Last Name, First Name, Middle Name) <u>ALBISO, ALMERA CASTANOS</u> <b>5</b> RDO Code <u>0 4 3</u></p> <p><b>6</b> Registered Address _____ <b>6A</b> ZIP Code _____</p> <p><b>6B</b> Local Home Address _____ <b>6C</b> ZIP Code _____</p> <p><b>6D</b> Foreign Address _____</p> <p><b>7</b> Date of Birth (MM/DD/YYYY) <u>0 1 1 4 2 0 0 3</u> <b>8</b> Contact Number _____</p> <p><b>9</b> Statutory Minimum Wage rate per day <u>435.00</u></p> <p><b>10</b> Statutory Minimum Wage rate per month _____</p> <p><b>11</b> <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax</p> <p><b>12</b> TIN <u>0 0 4 - 6 3 9 - 7 4 4 - 0 0 0</u></p> <p><b>13</b> Employer's Name <u>TELEPHILIPPINES, INC</u></p> <p><b>14</b> Registered Address <u>2ND FLOOR, EDSA CORNER UNITED STREET, GREENFIELD DISTRICT, Mandaluyong City</u> <b>14A</b> ZIP Code <u>0 0 0 0</u></p> <p><b>15</b> Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p><b>16</b> TIN _____</p> <p><b>17</b> Employer's Name _____</p> <p><b>18</b> Registered Address _____ <b>18A</b> ZIP Code _____</p>	<p><b>Part IV-B Details of Compensation Income &amp; Tax Withheld from Present Employer</b></p> <p><b>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</b></p> <table style="width: 100%;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: right;">Amount</th> </tr> </thead> <tbody> <tr><td><b>29</b> Basic Salary (including the exempt P250,000 &amp; below or the Statutory Minimum Wage of the MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>30</b> Holiday Pay (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>31</b> Overtime Pay (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>32</b> Night Shift Differential (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>33</b> Hazard Pay (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>34</b> 13th Month Pay and Other Benefits (maximum of P90,000)</td><td style="text-align: right;">18,251.55</td></tr> <tr><td><b>35</b> De Minimis Benefits</td><td style="text-align: right;">2,000.00</td></tr> <tr><td><b>36</b> SSS, GSIS, PHIC &amp; PAG-IBIG Contributions and Union Dues (Employee share only)</td><td style="text-align: right;">13,264.50</td></tr> <tr><td><b>37</b> Salaries and Other Forms of Compensation</td><td style="text-align: right;">1,000.00</td></tr> <tr><td><b>38</b> Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)</td><td style="text-align: right;">34,516.05</td></tr> </tbody> </table> <p><b>B. TAXABLE COMPENSATION INCOME REGULAR</b></p> <table style="width: 100%;"> <tbody> <tr><td><b>39</b> Basic Salary</td><td style="text-align: right;">122,957.66</td></tr> <tr><td><b>40</b> Representation</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>41</b> Transportation</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>42</b> Cost of Living Allowance (COLA)</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>43</b> Fixed Housing Allowance</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>44</b> Others (specify)</td><td></td></tr> <tr><td><b>44A</b> Allowances</td><td style="text-align: right;">14,461.96</td></tr> <tr><td><b>44B</b></td><td style="text-align: right;">0.00</td></tr> </tbody> </table> <p><b>SUPPLEMENTARY</b></p> <table style="width: 100%;"> <tbody> <tr><td><b>45</b> Commission</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>46</b> Profit Sharing</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>47</b> Fees including Director's Fees</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>48</b> Taxable 13th Month Benefits</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>49</b> Hazard Pay</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>50</b> Overtime Pay</td><td style="text-align: right;">32,205.01</td></tr> <tr><td><b>51</b> Others (specify)</td><td></td></tr> <tr><td><b>51A</b></td><td style="text-align: right;">0.00</td></tr> <tr><td><b>51B</b></td><td style="text-align: right;">0.00</td></tr> <tr><td><b>52</b> Total Taxable Compensation Income (Sum of Items 39 to 51B)</td><td style="text-align: right;">169,624.63</td></tr> </tbody> </table>		Amount	<b>29</b> Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	0.00	<b>30</b> Holiday Pay (MWE)	0.00	<b>31</b> Overtime Pay (MWE)	0.00	<b>32</b> Night Shift Differential (MWE)	0.00	<b>33</b> Hazard Pay (MWE)	0.00	<b>34</b> 13th Month Pay and Other Benefits (maximum of P90,000)	18,251.55	<b>35</b> De Minimis Benefits	2,000.00	<b>36</b> SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	13,264.50	<b>37</b> Salaries and Other Forms of Compensation	1,000.00	<b>38</b> Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	34,516.05	<b>39</b> Basic Salary	122,957.66	<b>40</b> Representation	0.00	<b>41</b> Transportation	0.00	<b>42</b> Cost of Living Allowance (COLA)	0.00	<b>43</b> Fixed Housing Allowance	0.00	<b>44</b> Others (specify)		<b>44A</b> Allowances	14,461.96	<b>44B</b>	0.00	<b>45</b> Commission	0.00	<b>46</b> Profit Sharing	0.00	<b>47</b> Fees including Director's Fees	0.00	<b>48</b> Taxable 13th Month Benefits	0.00	<b>49</b> Hazard Pay	0.00	<b>50</b> Overtime Pay	32,205.01	<b>51</b> Others (specify)		<b>51A</b>	0.00	<b>51B</b>	0.00	<b>52</b> Total Taxable Compensation Income (Sum of Items 39 to 51B)	169,624.63
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<p><b>Part II - Employer Information (Present)</b></p> <p><b>19</b> Gross Compensation Income from Present Employer (Sum of Items 38 and 52) <u>204,140.68</u></p> <p><b>20</b> Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) <u>34,516.05</u></p> <p><b>21</b> Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) <u>169,624.63</u></p> <p><b>22</b> Add: Taxable Compensation Income from Previous Employer, if applicable <u>0.00</u></p> <p><b>23</b> Gross Taxable Compensation Income (Sum of Items 21 and 22) <u>169,624.63</u></p> <p><b>24</b> Tax Due <u>0.00</u></p> <p><b>25</b> Amount of Taxes Withheld</p> <p><b>25A</b> Present Employer <u>0.00</u></p> <p><b>25B</b> Previous Employer, if applicable <u>0.00</u></p> <p><b>26</b> Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) <u>0.00</u></p> <p><b>27</b> 5% Tax Credit (PERA Act of 2008) <u>0.00</u></p> <p><b>28</b> Total Taxes Withheld (Item 26 less Item 27) <u>0.00</u></p>																																																											
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<p><b>Part IV A - Summary</b></p>																																																											

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><b>53</b> _____ Present Employer/Authorized Agent/Signature over Printed Name</p> <p><b>54</b> _____ Employee Signature over Printed Name</p> <p>CTC/Valid ID No. of Employee _____ Place of Issue _____</p>	<p>Date Signed <u>0 1 3 1 2 0 2 3</u></p> <p>Date Signed _____</p> <p>Date Issued _____</p> <p style="text-align: right;">Amount paid, if CTC _____</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><b>55</b> _____ 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><b>56</b> _____ Employee Signature over Printed Name</p>
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