



BIR Form No.
2316

Certificate of Compensation Payment/Tax Withheld



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>1 For the Year (YYYY) 2 0 2 4</p> <p>3 TIN 0 0 0 - 0 0 0 - 0 0 0 - 0 0 0 0</p> <p>4 Employee's Name (Last Name, First Name, Middle Name) Igloria, Ma. Joleisha, Guardiania</p> <p>5 RDO Code 0 0 0</p> <p>6 Registered Address J. Guardiania St., Upper Tabok</p> <p>6A ZIP Code 6 0 1 4</p> <p>6B Local Home Address</p> <p>6C ZIP Code</p> <p>6D Foreign Address</p> <p>7 Date of Birth (MM/DD/YYYY) 0 5 2 6 2 0 0 3</p> <p>8 Contact Number</p> <p>9 Statutory Minimum Wage rate per day</p> <p>10 Statutory Minimum Wage rate per month</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 2 0 5 - 3 6 6 - 9 2 1 - 0 0 0 0</p> <p>13 Employer's Name CONCENTRIX CVG PHILIPPINES, INC.</p> <p>14 Registered Address GF 14th to 25th Flr 6798 Ayal</p> <p>14A ZIP Code 1 2 2 6</p> <p>15 Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p>Part III - Employer Information (Previous)</p> <p>16 TIN</p> <p>17 Employer's Name</p> <p>18 Registered Address</p> <p>18A ZIP Code</p> <p>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;">37,812.66</td> </tr> <tr> <td>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)</td> <td style="text-align: right;">19,645.61</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;">18,167.04</td> </tr> <tr> <td>22 Add: Taxable Compensation Income from Previous Employer, if applicable</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>23 Gross Taxable Compensation Income (Sum of Items 21 and 22)</td> <td style="text-align: right;">18,167.04</td> </tr> <tr> <td>24 Tax Due</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>25 Amount of Taxes Withheld</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>25A Present Employer</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>25B Previous Employer, if applicable</td> <td style="text-align: right;">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;">0.00</td> </tr> <tr> <td>27 5% Tax Credit (PERA Act of 2008)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>28 Total Taxes Withheld (Sum of Items 26 and 27)</td> <td style="text-align: right;">0.00</td> </tr> </table>	19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)	37,812.66	20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	19,645.61	21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	18,167.04	22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00	23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	18,167.04	24 Tax Due	0.00	25 Amount of Taxes Withheld	0.00	25A Present Employer	0.00	25B Previous Employer, if applicable	0.00	26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00	27 5% Tax Credit (PERA Act of 2008)	0.00	28 Total Taxes Withheld (Sum of Items 26 and 27)	0.00	<p>2 For the Period From (MM/DD) 0 1 0 1 To (MM/DD) 0 1 3 1</p> <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%;"> <tr> <td>29 Basic Salary (including the exempt P250,000 below or the Statutory Minimum Wage of the MWE)</td> <td></td> </tr> <tr> <td>30 Holiday Pay (MWE)</td> <td></td> </tr> <tr> <td>31 Overtime Pay (MWE)</td> <td></td> </tr> <tr> <td>32 Night Shift Differential (MWE)</td> <td></td> </tr> <tr> <td>33 Hazard Pay (MWE)</td> <td></td> </tr> <tr> <td>34 13th Month Pay and Other Benefits (maximum of P90,000)</td> <td style="text-align: right;">11,669.37</td> </tr> <tr> <td>35 De Minimis Benefits</td> <td style="text-align: right;">5,569.30</td> </tr> <tr> <td>36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td> <td style="text-align: right;">2,406.95</td> </tr> <tr> <td>37 Salaries and Other Forms of Compensation</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)</td> <td style="text-align: right;">19,645.61</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;">14,304.97</td> </tr> <tr> <td>40 Representation</td> <td></td> </tr> <tr> <td>41 Transportation</td> <td></td> </tr> <tr> <td>42 Cost of Living Allowance (COLA)</td> <td></td> </tr> <tr> <td>43 Fixed Housing Allowance</td> <td></td> </tr> <tr> <td>44 Others (specify)</td> <td></td> </tr> <tr> <td>44A</td> <td></td> </tr> <tr> <td>44B</td> <td></td> </tr> </table> <p>SUPPLEMENTARY</p> <table style="width:100%;"> <tr> <td>45 Commission</td> <td></td> </tr> <tr> <td>46 Profit Sharing</td> <td></td> </tr> <tr> <td>47 Fees Including Director's Fees</td> <td></td> </tr> <tr> <td>48 Taxable 13th Month Benefits</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>49 Hazard Pay</td> <td></td> </tr> <tr> <td>50 Overtime Pay</td> <td></td> </tr> <tr> <td>51 Others (specify)</td> <td></td> </tr> <tr> <td>51A OTHER TAXABLE INCOME</td> <td style="text-align: right;">3,862.07</td> </tr> <tr> <td>51B</td> <td></td> </tr> <tr> <td>52 Total Taxable Compensation Income (Sum of Items 39 to 51B)</td> <td style="text-align: right;">18,167.04</td> </tr> </table>	29 Basic Salary (including the exempt P250,000 below or the Statutory Minimum Wage of the MWE)		30 Holiday Pay (MWE)		31 Overtime Pay (MWE)		32 Night Shift Differential (MWE)		33 Hazard Pay (MWE)		34 13th Month Pay and Other Benefits (maximum of P90,000)	11,669.37	35 De Minimis Benefits	5,569.30	36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	2,406.95	37 Salaries and Other Forms of Compensation	0.00	38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	19,645.61	39 Basic Salary	14,304.97	40 Representation		41 Transportation		42 Cost of Living Allowance (COLA)		43 Fixed Housing Allowance		44 Others (specify)		44A		44B		45 Commission		46 Profit Sharing		47 Fees Including Director's Fees		48 Taxable 13th Month Benefits	0.00	49 Hazard Pay		50 Overtime Pay		51 Others (specify)		51A OTHER TAXABLE INCOME	3,862.07	51B		52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	18,167.04
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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>53 <u>EDENREY RAMOS</u> <i>Edenrey Ramos</i> Present Employer/Authorized Agent Signature over Printed Name</p> <p>CONFORME: <u>Igloria Ma. Joleisha Guardiania</u> 54 Employee Signature over Printed Name</p> <p>CTC/Valid ID No. of Employee <input type="text"/> Place of Issue <input type="text"/></p>	<p>Date Signed <input type="text"/></p> <p>Date Signed <input type="text"/></p> <p>Date Issued <input type="text"/> Amount paid, if CTC <input 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>55 <u>EDENREY RAMOS</u> <i>Edenrey Ramos</i> 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. 310-01-2005.</p> <p>56 <u>Igloria Ma. Joleisha Guardiania</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)