



**BIR Form No. 2316**  
September 2021(ENCS)  
**Certificate of Compensation Payment/Tax Withheld**  
For Compensation Payment With or Without Tax Withheld  
2316 9/21ENCS

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

1 For the Year (YYYY) 2 0 2 1  
2 For the Period From (MM/DD) 0 1 0 1 To (MM/DD) 1 2 3 1

**Part I - Employee Information** **Part IV-B Details of Compensation Income & Tax Withheld from Present Employer**

3 TIN 2 3 9 - 0 9 9 - 6 3 5 - 0 0 0 0 0  
4 Employee's Name (Last Name, First Name, Middle Name) BUTLAY, DE ANNE AGAO 5 RDO Code  
6 Registered Address Sto. Nino, Village, Basak, Lap U Lapu City, 6015 Cebu 6A ZIP Code  
6B Local Home Address Sto. Nino, Village, Basak, Lap U Lapu City, 6015 Cebu 6C ZIP Code  
7 Date of Birth (MM/DD/YYYY) 0 5 1 4 1 9 8 2 8 Contact Number  
9 Statutory Minimum Wage rate per day  
10 Statutory Minimum Wage rate per month  
11  Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax

**Part II - Employer Information (Present)**

12 TIN 0 0 5 - 0 5 7 - 1 8 1 - 0 0 0 0  
13 Employer's Name FOUNDEVER ASIA, INC.  
14 Registered Address 10th F, Glorietta Corporate Tower 1, Palm Drive, Ayala Center, Makati City, Philippines 14A ZIP Code 1 2 2 4  
15 Type of Employer  Main Employer  Secondary Employer

**Part III - Employer Information (Previous)**

16 TIN  
17 Employer's Name  
18 Registered Address 18A ZIP Code

**Part IVA - Summary**

19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)	4,785.20	29 Basic Salary	0.00
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	4,785.20	30 Holiday Pay (MWE)	0.00
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	0.00	31 Overtime Pay (MWE)	0.00
22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00	32 Night Shift Differential (MWE)	0.00
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	0.00	33 Hazard Pay (MWE)	0.00
24 Tax Due	0.00	34 13th Month Pay and Other Benefits (maximum of P90,000)	0.00
25 Amount of Taxes Withheld	0.00	35 De Minimis Benefits	1,100.00
25A Present Employer	0.00	36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	698.58
25B Previous Employer, if applicable	0.00	37 Salaries and Other Forms of Compensation	0.00
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00	38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	4,785.20
27 5% Tax Credit (PERA Act of 2008)	0.00	<b>B. TAXABLE COMPENSATION INCOME REGULAR</b>	
28 Total Taxes Withheld (Item 26 less Item 27)	0.00	39 Basic Salary	0.00
		40 Representation	0.00
		41 Transportation	0.00
		42 Cost of Living Allowance (COLA)	0.00
		43 Fixed Housing Allowance	0.00
		44 Others (specify)	
		44A	0.00
		44B	0.00
		<b>SUPPLEMENTARY</b>	
		45 Commission	0.00
		46 Profit Sharing	0.00
		47 Fees Including Director's Fees	0.00
		48 Taxable 13th Month Benefits	0.00
		49 Hazard Pay	0.00
		50 Overtime Pay	0.00
		51 Others (specify)	
		51A Salaries and other form of compensation	0.00
		51B	0.00
		52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	0.00

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 PORTULA, RONALDO PONTERRADA / Director TT - Tax Compliance  
Present Employer/Authorized Agent Signature over Printed Name  
Date Signed \_\_\_\_\_

CONFORME:  
54 BUTLAY, DE ANNE AGAO  
Employee Signature over Printed Name  
Date Signed \_\_\_\_\_

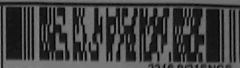
For BIR BCS/  
Use Only Item:



Republic of the Philippines  
Department of Finance  
Bureau of Internal Revenue

BIR Form No.  
**2316**  
September 2021(ENCS)

### Certificate of Compensation Payment/Tax Withheld



For Compensation Payment With or Without Tax Withheld

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1 For the Year (YYYY) **2 0 2 1**

2 For the Period From (MM/DD) **0 1 0 1** To (MM/DD) **1 2 3 1**

#### Part I - Employee Information

3 TIN **2 3 9 - 0 9 9 - 6 3 5 - 0 0 0 0 0**

4 Employee's Name (Last Name, First Name, Middle Name) **BUTLAY, DE ANNE AGAO**

6 Registered Address **Sto. Nino, Village, Basak, Lap U Lapu City, 6015 Cebu**

6B Local Home Address **Sto. Nino, Village, Basak, Lap U Lapu City, 6015 Cebu**

6B Foreign Address

7 Date of Birth (MM/DD/YYYY) **0 5 1 4 1 9 8 2**

9 Statutory Minimum Wage rate per day

10 Statutory Minimum Wage rate per month

11  Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax

#### Part II - Employer Information (Present)

12 TIN **0 0 5 - 0 5 7 - 1 8 1 - 0 0 0 0**

13 Employer's Name **FOUNDEVER ASIA, INC.**

14 Registered Address **10th F, Glorietta Corporate Tower 1, Palm Drive, Ayala Center, Makati City, Philippines**

15 Type of Employer  Main Employer  Secondary Employer

#### Part III - Employer Information (Previous)

16 TIN

17 Employer's Name

18 Registered Address

#### Part IVA - Summary

19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52) **4,785.20**

20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) **4,785.20**

21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) **0.00**

22 Add: Taxable Compensation Income from Previous Employer, if applicable **0.00**

23 Gross Taxable Compensation Income (Sum of Items 21 and 22) **0.00**

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 (Item 26 less Item 27) **0.00**

#### A. NON-TAXABLE/EXEMPT COMPENSATION INCOME

29 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the MWE **2,986.02**

30 Holiday Pay (MWE) **0.00**

31 Overtime Pay (MWE) **0.00**

32 Night Shift Differential (MWE) **0.00**

33 Hazard Pay (MWE) **0.00**

34 13th Month Pay and Other Benefits (maximum of P90,000) **0.00**

35 De Minimis Benefits **1,100.00**

36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) **698.58**

37 Salaries and Other Forms of Compensation **0.00**

38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37) **4,785.20**

#### B. TAXABLE COMPENSATION INCOME REGULAR

39 Basic Salary **0.00**

40 Representation **0.00**

41 Transportation **0.00**

42 Cost of Living Allowance (COLA) **0.00**

43 Fixed Housing Allowance **0.00**

44 Others (specify)

44A **0.00**

44B **0.00**

#### SUPPLEMENTARY

45 Commission **0.00**

46 Profit Sharing **0.00**

47 Fees Including Director's Fees **0.00**

48 Taxable 13th Month Benefits **0.00**

49 Hazard Pay **0.00**

50 Overtime Pay **0.00**

51 Others (specify)

51A Salaries and other form of compensation **0.00**

51B **0.00**

52 Total Taxable Compensation Income (Sum of Items 39 to 51B) **0.00**

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 PORTULA, RONALDO PONFERRADA / Director IT - Tax Compliance  
Present Employer/Authorized Agent Signature over Printed Name

Date Signed

CONFORME:

54 BUTLAY, DE ANNE AGAO  
Employee Signature over Printed Name

Date Signed

Amount Paid if PTA