

BIR Form No.  
**2316**  
September 2021 (ENCS)**Certificate of Compensation  
Payment/Tax Withheld**

For Compensation Payment With or Without Tax Withheld



2014 0216 ENCS

It is the responsibility of the taxpayer to make all appropriate entries with an 'X'

1 For the Year (YYYY) <b>2024</b>		2 For the Period From (MM/DD) <b>01 01</b> To (MM/DD) <b>04 15</b>	
<b>Part I - Employee Information</b>			
3 TIN <b>638 - 516 - 883 - 000</b>			
4 Employer's Name (Last Name, First Name, Middle Name) <b>CAGONGON, MA CHARLOTE BERNALDEZ</b>		5 RDO Code <b>126</b>	
6 Registered Address		6A Zip Code	
6B Local Home Address		6C Zip Code	
6D Foreign Address			
7 Date of Birth (MM/DD/YYYY) <b>08/21/2001</b>		8 Contact Number	
9 Statutory Minimum Wage rate per day			
10 Statutory Minimum Wage rate per month			
11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax			
<b>Part II - Employer Information (Present)</b>			
12 TIN <b>008 - 028 - 126 - 000</b>			
13 Employer's Name <b>BEX GLOBAL SOLUTIONS (PHILIPPINES) INC.</b>			
14 Registered Address Unit 301 Silver City Bldg., Yfenditas Frontera Verde, Alorin, Pasig City		14A Zip Code <b>1604</b>	
15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer			
<b>Part III - Employer Information (Previous)</b>			
16 TIN			
17 Employer's Name			
18 Registered Address		18A Zip Code	
<b>Part IV A - Summary</b>			
19 Gross Compensation Income from Present Employer (Sum of Items 29 and 32)	<b>65,761.54</b>		
20 less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 29)	<b>65,761.54</b>		
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 20)	<b>0.00</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>0.00</b>		
24 Tax Due	<b>0.00</b>		
25 Amount of Taxes Withheld			
25A Present Employer	<b>0.00</b>		
25B Previous Employer, if applicable	<b>0.00</b>		
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	<b>0.00</b>		
27 9% Tax Credit (PERA Act of 2008)	<b>0.00</b>		
28 Total Taxes Withheld (Sum of Items 26 and 27)	<b>0.00</b>		
<b>Part IV B - Details of Compensation Income &amp; Tax Withheld from Present Employer</b>			
<b>A NON-TAXABLE/EXEMPT COMPENSATION INCOME</b> Amount:			
29 Basic Salary (including the exempt P20,000 & below) or the Statutory Minimum Wage of the MWE	<b>31,568.42</b>		
30 Holiday Pay (MVE)			
31 Overtime Pay (MVE)			
32 Night Shift Allowance (MVE)			
33 Hazard Pay (MVE)			
34 13th Month Pay and Other Benefits (Maximum of P90,000)	<b>22,405.61</b>		
35 De Minimis Benefits	<b>7,570.01</b>		
36 SSS, GSIS, PhilC & Pag-IBIG Contributions and Union Dues (Employee share only)	<b>4,217.50</b>		
37 Salaries & Other Forms of Compensation	<b>0.00</b>		
38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	<b>65,761.54</b>		
<b>B TAXABLE COMPENSATION INCOME REGULAR</b>			
39 Basic Salary	<b>0.00</b>		
40 Representation			
41 Transportation			
42 Cost of Living Allowance (COLA)			
43 Fixed Housing Allowance			
44 Others (Specify)			
44A			
44B			
<b>SUPPLEMENTARY</b>			
45 Commission			
46 Profit Sharing			
47 Fees including Director's Fee			
48 Taxable 13th Month Pay/Benefits	<b>0.00</b>		
49 Hazard Pay			
50 Overtime Pay			
51 Others (Specify)			
51A	<b>0.00</b>		
51B	<b>0.00</b>		
52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	<b>0.00</b>		

I/We declare, under the penalties of perjury that this certificate has been made in good faith, written by me/us, and is 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 Present Employer/Authorized Agent Signature over Printed Name <b>Mira C. Ambagao</b>	Date Signed <b>01 30 2024</b>
54 Employee Signature over Printed Name <b>MA CHARLOTE B. CAGONGON</b>	Date Signed
55 Present Employer/Authorized Agent Signature over Printed Name <b>Mira C. Ambagao</b>	Date Signed

I/We declare, under the penalties of perjury that the information herein listed and reported under BIR Form No. 1604-C which has been filed with the Bureau of Internal Revenue.

I declare, under the penalties of perjury that as a qualified under-accrued filer of Income Tax/Return (BIR Form No. 1700), was I received pure compensation income from only one employer in the Philippines for the calendar year that taxes have been correctly withheld by my employer (as far as it is withheld), that the BIR Form No. 1604-C filed by my employer to the BIR shall constitute as my income as returned and that BIR Form No. 2316 shall serve the same purpose as if BIR Form No. 1700 had been filed pursuant to the provisions of Revenue Regulations (RR) No. 3-2002, as amended.

56 <b>MA CHARLOTE B. CAGONGON</b> Employee Signature over Printed Name
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\*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)

