



BIR Form No. 2316
September 2021 (ENCS)

**Certificate of Compensation
Payment/Tax Withheld**

For Compensation Payment With or Without Tax Withheld

2316 9/21/ENCS

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

1 For the Year (YYYY) **2 0 2 3**

2 For the Period From (AMMO) **03 13** To (AMMO) **11 15**

Part I - Employee Information

3 TIN **2 3 1 - 9 3 4 - 4 2 3 - 0 0 0 0**

4 Employee's Name (Last Name, First Name, Middle Name) **GABALES, JAN ERIC, PAPEL**

5 RDO Code **0 4 0**

6 Registered Address

6A ZIP Code

6B Local Home Address

6C ZIP Code

6D Foreign Address

7 Date of Birth (AMDD/YYYY)

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 7 - 0 8 9 - 8 4 7 - 0 0 0 0**

13 Employer's Name **MICROSOURCING PHILIPPINES INC.**

14 Registered Address **6TH FLOOR, 1800 BLDG., EASTWOOD CYBERPARK, BAGUMBAYAN QUEZON CITY**

14A ZIP Code **1 1 1 0**

15 Type of Employer Main Employer Secondary Employer

Part III - Employer Information (Previous)

16 TIN

17 Employer's Name

18 Registered Address

19A ZIP Code

Part IV A - Summary

19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)	174,282.48
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	46,946.25
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	127,336.23
22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	127,336.23
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

Part IV B Details of Compensation Income & Tax Withheld from Present Employer

A. NON-TAXABLE/EXEMPT COMPENSATION INCOME	Amount
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)	12,394.34
35 De Minimis Benefits	17,885.60
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	16,676.31
37 Salaries and Other Forms of Compensation	0.00
38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	46,946.25
B. TAXABLE COMPENSATION INCOME REGULAR	
39 Basic Salary	114,050.20
40 Representation	
41 Transportation	
42 Cost of Living Allowance (COLA)	
43 Fixed Housing Allowance	
44 Others (specify)	
44A Taxable Allowance	0.00
44B	
SUPPLEMENTARY	
45 Commission	0.00
46 Profit Sharing	
47 Fees Including Director's Fees	
48 Taxable 13th Month Benefits	0.00
49 Hazard Pay	
50 Overtime Pay	10,520.53
51 Others (specify)	
51A Other Income	2,765.50
51B	
52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	127,336.23

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 **MS. KAREN DE LOS SANTOS / PAYROLL MANAGER** Date Signed **0 2 2 1 2 0 2 4**
Present Employer Authorized Agent Signature over Printed Name

CONFORME: **GABALES, JAN ERIC, PAPEL** Date Signed **0 2 2 1 2 0 2 4**
Employee Signature over Printed Name

CTC/Valid ID No. of Employee **CC12022 25276995** Place of Issue **COGON PARQUE C.C.** Date Issued **0 2 2 1 2 0 2 4** Amount paid, if CTC **P70**

To be accomplished under substituted filing

54 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.

55 Present Employer Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)

56 Employee Signature over Printed Name

*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)