



CERTIFICATE OF EMPLOYMENT

This is to certify that the individual indicated below is an employee of XtendOps Philippines Inc and that the details that follow are true and correct.

EMPLOYEE NAME	FILIPINAS, ELSA, SENO
EMPLOYMENT PERIOD	OCTOBER 16, 2023 UP TO MARCH 28, 2024
POSITION HELD	FRONTLINE SUPPORT REPRESENTATIVE

This certification is being issued for whatever legal purposes it may serve. Issued this 8th day of April 2024 at 5th Floor, TGU Towers, Cebu IT Park, Cebu City.

For Employment verification, kindly call us at 0917-6342-715 or email us at compemben.ph@xtendops.us

CAMELA JOY BANICO

Vice President, People and Culture

SN: 202400214

5th Floor, TGU Towers, Cebu IT Park, Cebu City

0917-634-2715

@compemben.ph@xtendops.us

For BIR SCS/ Use Only Item:

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No. 2316
Certificate of Compensation Payment/Tax Withheld
For Compensation Payment With or Without Tax Withheld



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

1 For the Year (YYYY) 2023		2 For the Period From (MM/CC) 10 16 To (MM/CC) 12 31	
Part I - Employee Information			
3 TIN 249 - 764 - 782 - 0000		Part IV-B Details of Compensation Income & Tax Withheld from Present Employer	
4 Employee's Name (Last Name, First Name, Middle Name) Filipinas, Elsa, Seno		A. NON-TAXABLE/EXEMPT COMPENSATION INCOME	
5 BDO Code 074		29 Basic Salary (including the exempt P200,000 & below) or the Statutory Minimum Wage of the MWE 0.00	
6 Registered Address		30 Holiday Pay (MWE)	
7a Local Home Address		31 Overtime Pay (MWE)	
7b Foreign Address		32 Night Shift Differential (MWE)	
8 Contact Number		33 Hazard Pay (MWE)	
9 Statutory Minimum Wage rate per day		34 13th Month Pay and Other Benefits (maximum of P60,000) 60,425.22	
10 Statutory Minimum Wage rate per month		35 De Minimis Benefits 5,650.00	
11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax		36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) 1,890.00	
Part II - Employer Information (Previous)		37 Salaries and Other Forms of Compensation 0.00	
12 TIN 776 - 472 - 822 - 00000		38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37) 67,965.22	
13 Employer's Name XTENDOPS PHILIPPINES INC		B. TAXABLE COMPENSATION INCOME REGULAR	
14 Registered Address 3F KAW SY LING BLDG 5 UNKRA II PAVIA TIGLID		39 Basic Salary 30,610.00	
15 Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer		40 Representation	
16 TIN		41 Transportation	
17 Employer's Name		42 Cost of Living Allowance (COLA)	
18 Registered Address		43 Fixed Housing Allowance	
Part IVA - Summary		44 Others (specify): 44A 8,387.46 44B	
19 Gross Compensation Income from Present Employer (Sum of Items 39 and 40) 106,962.68		SUPPLEMENTARY	
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (from Item 38) 67,965.22		45 Commission	
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (from Item 32) 38,997.46		46 Profit Sharing	
22 Add: Taxable Compensation Income from Previous Employer, if applicable 0.00		47 Fees including Director's Fees	
23 Gross Taxable Compensation Income (Sum of Items 21 and 22) 38,997.46		48 Taxable 13th Month Benefits 0.00	
24 Tax Due 0.00		49 Hazard Pay	
25 Amount of Taxes Withheld 0.00		50 Overtime Pay	
25A Present Employer		51 Others (specify):	
25B Previous Employer, if applicable 0.00		51A	
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) 0.00		51B	
27 5% Tax Credit (PERA Act of 2008) 0.00		52 Total Taxable Compensation Income (Sum of Items 39 to 51B) 38,997.46	
28 Total Taxes Withheld (Sum of Items 26 and 27) 0.00			

I/We declare, under the penalties of perjury that the certificate has been made in good faith, verified by me/us, and to the best of my/our knowledge and belief, in full 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 CAMELA JOY BANICO Present Employer/Authorized Representative Signature over Printed Name Date Signed _____
 CONFORME: 54 Elsa Seno Filipinas Employee Signature over Printed Name Date Signed _____
 CTC/Valid ID No. _____ Place of Issue _____ Date Issued _____ Amount paid, if CTC _____




To be accomplished under substituted filing

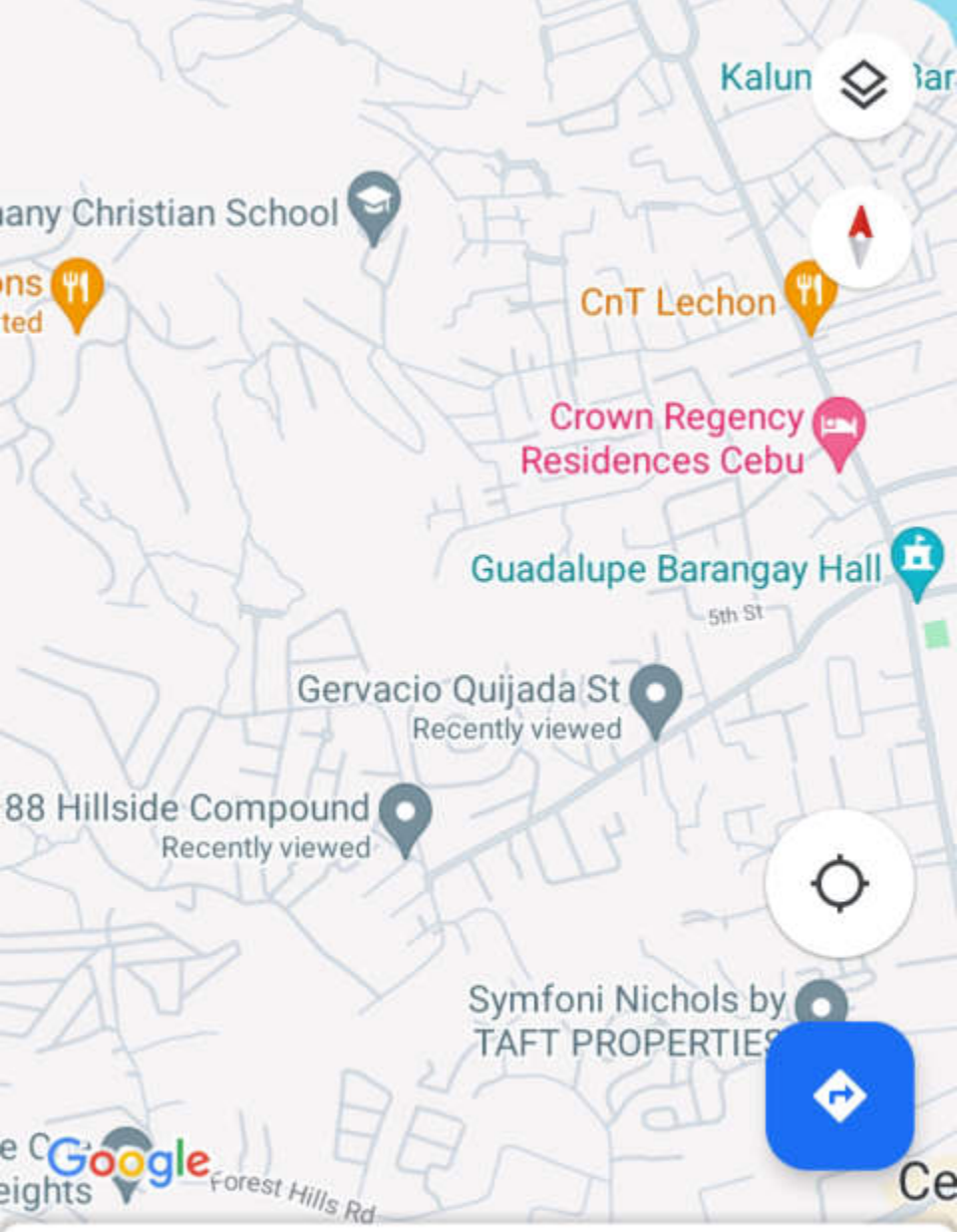
I/We declare, under the penalties of perjury that the information herein stated and reported under BIR Form No. 1604-C which has been filed with the Bureau of Internal Revenue.

55 CAMELA JOY BANICO Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)
 56 Elsa Seno Filipinas Employee Signature over Printed Name

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

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