



**BIR Form No. 2316**  
September 2021 (ENCS)  
**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) **2 0 2 4** 2 For the Period From (month) **0 6 2 4** To (month) **0 9 3 0**

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

3 TIN **0 0 0 - 0 0 0 0 - 0 0 0 0 - 0 0 0 0**

4 Employer's Name (Last Name / First Name, Middle Name) **Oncines, Farah Melanie, NMN** 5 RDO Code

6 Registered Address 6A ZIP Code

6B Local Home Address 6C ZIP Code

6D Foreign Address

7 Date of Birth (mm/dd/yyyy) **0 5 2 1 2 0 0 6** 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.

12 TIN **2 1 6 - 6 9 7 - 3 2 5 - 0 0 0 0**

13 Employer's Name **CONCENTRIX SERVICES B.V. PHILIPPINE BRANCH**

14 Registered Address **18th, 20th, 21st Tera Tower Br** 14A ZIP Code **1 1 1 0**

15 Type of Employer  Main Employer  Secondary Employer

16 TIN

17 Employer's Name

18 Registered Address **18th, 20th, 21st Tera Tower Br** 18A ZIP Code

**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 (MWC)

31 Overtime Pay (MWC)

32 Night Shift Differential (MWC)

33 Hazard Pay (MWC)

34 13th Month Pay and Other Benefits (maximum of P60,000)

35 De Minimis Benefits

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

37 Salaries and Other Forms of Compensation

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

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

19 Gross Compensation Income from Present Employer (Sum of Items 29 and 32)

20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (Sum Item 38)

21 Taxable Compensation Income from Present Employer (Item 19 less Item 20) (Sum Item 32)

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

23 Gross Taxable Compensation Income (Sum of Item 21 and 22)

24 Tax Due

25 Amount of Taxes Withheld

25A Present Employer

25B Previous Employer, if applicable

26 Total Amount of Taxes Withheld as adjusted (Sum of Item 25A and 25B)

27 5% Tax Credit (PDRA Act of 2008)

28 Total Taxes Withheld (Sum of Item 26 and 27)

**B. TAXABLE COMPENSATION INCOME REGULAR**

39 Basic Salary

40 Representation

41 Transportation

42 Cost of Living Allowance (COLA)

43 Fixed Housing Allowance

44 Others (specify)

44A

44B

**SUPPLEMENTARY**

45 Commission

46 Profit Sharing

47 Fees including Director's Fees

48 Taxable 13th Month Benefits

49 Hazard Pay

50 Overtime Pay

51 Others (specify)

51A **OTHER TAXABLE INCOME**

51B

52 Total Taxable Compensation Income (Sum of Item 39 to 51B)

53 **EDENREY RAMOS** *[Signature]* Present Employer/Authorized Agent Signature over Printed Name Date Signed

54 **Oncines Farah Melanie NMN** *[Signature]* Employee Signature over Printed Name Date Signed

CTC/Valid ID No. of Employee Place of Issue Date Issued Amount (p40)/CTC

**Part IV-A - Summary**

I 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 (RA No. 10173) for legitimate and lawful purposes.

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 I have no other income withheld by my employer (in the regular tax withholding) that the BIR Form No. 1000-C filed by my employer to the BIR shall constitute my income tax return and that the BIR Form No. 1700 shall serve as my return for the calendar year 2024 if BIR Form No. 1700 has been filed pursuant to the provisions of Revenue Regulations (RR) No. 9-2020, as amended.

55 **EDENREY RAMOS** *[Signature]* Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)

56 **Oncines Farah Melanie NMN** *[Signature]* Employee Signature over Printed Name