



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) | 2024 | 2 For the Period From (MM/DD) | 0101 | To (MM/DD) | 0815 |
|-----------------------|------|-------------------------------|------|------------|------|

**Part I - Employee Information**

3 TIN: 359-928-076-000

4 Employee's Name (Last Name, First Name, Middle Name): Flores, Zorrel, Inting

5 RDO Code: 044

6 Registered Address: Diego Silang St

6A Zip Code: 1639

6B Local Home Address: [Blank]

6C Zip Code: [Blank]

6D Foreign Address: [Blank]

7 Date of Birth (MM/DD/YYYY): 11021999

8 Contact Number: [Blank]

9 Statutory Minimum Wage rate per day: [Blank]

10 Statutory Minimum Wage rate per month: [Blank]

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: 010-237-709-000

13 Employer's Name: CARELON GLOBAL SOLUTIONS PHILIPPINES INC.

14 Registered Address: 24th-29th Floors Alliance Global Tower 11th Avenue cor

14A Zip Code: 1634

15 Type of Employer:  Main Employer  Secondary Employer

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

16 TIN: [Blank]

17 Employer's Name: [Blank]

18 Registered Address: [Blank]

18A Zip Code: [Blank]

**Part IVA - Summary**

|  |            |
|--|------------|
| 19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)                | 139,131.51 |
| 20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) | 43,384.78  |
| 21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) | 95,746.73  |
| 22 Add: Taxable Compensation Income from Previous Employer, if applicable                  | 0.00       |
| 23 Gross Taxable Compensation Income (Sum of Items 21 and 22)                              | 95,746.73  |
| 24 Tax Due   | 0.00       |
| 25 Amount of Taxes Withheld  |            |
| 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 and 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) | 0.00      |
| 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)  | 12,505.44 |
| 35 De Minimis Benefits   | 20,183.34 |
| 36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)                 | 10,696.00 |
| 37 Salaries and Other Forms of Compensation  | 0.00      |
| 38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)                          | 43,384.78 |
| B. TAXABLE COMPENSATION INCOME REGULAR   |           |
| 39 Basic Salary  | 90,475.73 |
| 40 Representation  | 0.00      |
| 41 Transportation  | 2,562.50  |
| 42 Cost of Living Allowance (COLA)   | 0.00      |
| 43 Fixed Housing Allowance   | 0.00      |
| 44 Others (Specify)  |           |
| 44A OthAllow   | 1,634.95  |
| 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  | 11,043.15 |
| 51 Others (Specify)  |           |
| 51A  | -9,969.60 |
| 51B  | 0.00      |
| 52 Total Taxable Compensation Income (Sum of Items 39 to 51B)                                    | 95,746.73 |

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 CATHERINE TIONGSON  
Present Employer/ Authorized Agent Signature over Printed Name

Date Signed: [Blank]

54 Flores, Zorrel, Inting  
Employee Signature over Printed Name

Date Signed: [Blank]

CTC/Valid ID No. of Employee: [Blank] Place of issue: [Blank] Date of Issue: [Blank] Amount Paid, if CTC: [Blank]

**To be accomplished under substituted filing**

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)

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 taxes have been correctly withheld by my employer (tax due equals tax withheld); that the BIR Form No. 1604-C filed by my employer to the BIR shall constitute as my income tax return; 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 Employee Signature over Printed Name

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