



BIR Form No. 2316 January 2018 (ENCS)	Certificate of Compensation Payment/Tax Withheld For Compensation Payment With or Without Tax Withheld	 2018 01/16/ENCS
Fill in all applicable spaces. Mark all appropriate boxes with an "X".		
1 For the Year (YYYY) 2023	2 For the Period From (MM/DD) 01 01 To (MM/DD) 02 28	
Part I - Employee Information		
3 TIN 357 120 158 0000		
4 Employee's Name (Last Name, First Name, Middle Name) HIYAS, WENDY		
5 RUC Code 080		
6 Registered Address 6A Zip Code		
6B Local Home Address 6B Zip Code		
6D Foreign Address 6E Zip Code		
7 Date of Birth (MM/DD/YYYY) 8 Telephone Number		
9 Statutory Minimum Wage rate per day 468.00		
10 Statutory Minimum Wage rate per month 12,168.00		
11 <input checked="" type="checkbox"/> Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax		
Part II - Employer Information (Present)		
12 Taxpayer 201 961 661 0000		
13 Employer's Name SUACILLO, JONAH YANG		
14 Registered Address 14A Zip Code KAMUNGGAY GUIWANON POBLACION 6003		
15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer		
Part III - Employer Information (Previous)		
16 TIN		
17 Employer's Name		
18 Registered Address 18A Zip Code		
Part IVA - Summary		
19 Gross Compensation Income from Present Employer (Sum of Items 27 and 35) 17,789.69		
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36) 17,789.69		
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 20) 0.00		
22 Add: Taxable Compensation Income from Previous Employer, if applicable		
23 Gross Taxable Compensation Income (Sum of Items 21 and 22) 0.00		
24 Tax Due 0.00		
25 Amount of Taxes Withheld		
25A Present Employer 0.00		
25B Previous Employer 0.00		
26 Total Amount of Taxes Withheld as required (Sum of Items 25A and 25B) 0.00		
I/we declare, under the penalties of perjury, that this certificate has been made in good faith, verified by 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.		
51 JONAH Y. SUACILLO Present Employer Authorized Agent Signature Over Printed Name Date Signed _____		
CONFORME:		
52 WENDY HIYAS Employee Signature Over Printed Name Date Signed _____ Amount Paid, if CTO		
CTO/Valid ID No. of Employee _____ Place of Issue _____ Date of Issue _____		
To be accomplished under substituted filing		
I declare, under the penalties of perjury, that the information herein stated and reported under BIR Form No. 1504-C which has been filed with the Bureau of Internal Revenue:		
53 JONAH Y. SUACILLO 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 Returns (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. 1504-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 has been filed pursuant to the provisions of Revenue Regulations (RR) No. 3-2002, as amended.		
54 WENDY HIYAS Employee Signature Over Printed Name		

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