

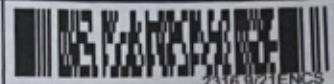


BIR Form No.
2316

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) **2 0 2 5**

2 For the Period From (MM/DD) **0 1 0 1** To (MM/DD) **0 1 1 1**
Part IV-B Details of Compensation Income & Tax Withheld from Present Employer

Part I - Employee Information

3 TIN **6 4 5 - 6 6 0 - 4 3 5 - 0 0 0 0 0**

4 Employee's Name (Last Name, First Name, Middle Name) **Melancolico, Jacinth Mentoy**
5 RDO Code **0 8 1**

6 Registered Address **.Sitio Carmen Purok Kawayan .Panubigan .Negros Oriental**
6A ZIP Code

6B Local Home Address
6C ZIP Code

6D Foreign Address

7 Date of Birth (MM/DD/YYYY) **0 8 1 7 1 9 9 9**
8 Contact Number

9 Statutory Minimum Wage rate per day **0.00**

10 Statutory Minimum Wage rate per month **0.00**

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 6 - 6 4 8 - 3 4 0 - 0 0 0 0 0**
13 Employer's Name **EPERFORMAX CONTACT CENTERS (CEBU) CORP**

14 Registered Address **JY SQUARE IT CENTERS 1 & 3 LAHUG CEBU CITY**
14A ZIP Code **6 0 0 0**

15 Type of Employer Main Employer 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 38 and 52) | 6,159.58 |
| 20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) | 1,906.11 |
| 21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) | 4,253.46 |
| 22 Add: Taxable Compensation Income from Previous Employer, if applicable | 0.00 |
| 23 Gross Taxable Compensation Income (Sum of Items 21 and 22) | 4,253.46 |
| 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 (Item 26 less Item 27) | 0.00 |

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) | 0.00 |
| 35 De Minimis Benefits | 0.00 |
| 36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) | 0.00 |
| 37 Salaries and Other Forms of Compensation | 1,906.11 |
| 38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37) | 1,906.11 |

B. TAXABLE COMPENSATION INCOME REGULAR

| | |
|---|-----------------|
| 39 Basic Salary | 4,068.14 |
| 40 Representation | 0.00 |
| 41 Transportation | 0.00 |
| 42 Cost of Living Allowance (COLA) | 0.00 |
| 43 Fixed Housing Allowance | 0.00 |
| 44 Others (specify) | |
| 44A Night Diff and Premiums | 185.32 |
| 44B | 0.00 |
| SUPPLEMENTARY | |
| 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 | 0.00 |
| 51 Others (specify) | |
| 51A | 0.00 |
| 51B | 0.00 |
| 52 Total Taxable Compensation Income (Sum of Items 39 to 51B) | 4,253.46 |

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

53 **Nezabette C. Ralleca**
Present Employer/Authorized Agent Signature over Printed Name

Date Signed

CONFORME:
54 **Melancolico, Jacinth Mentoy**
Employee Signature over Printed Name

Date Signed

CTC/Valid ID No. of Employee
Place of Issue

Date Issued

Amount paid, if CTC

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 has 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)