



BIR Form No. <h1 style="margin:0;">2316</h1> January 2018 (ENCS)	<h2 style="margin:0;">Certificate of Compensation Payment/Tax Withheld</h2> For Compensation Payment With or Without Tax Withheld	2316 01/18ENCS
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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) 8 2 To (MM/DD) 1 20								
Part I - Employee Information									
3 TIN 656 703 332 000	A. NON-TAXABLE/EXEMPT COMPENSATION INCOME Amount								
4 Employee's Name (Last Name, First Name, Middle Name) Mingoc, Shiela Mae Barquin	5 RDO Code 081								
6 Registered Address Sambag 1, Urgello Cebu City	6A Zip Code 								
6B Local Home Address 	6C Zip Code 								
6D Foreign Address 	27 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the MWE 								
7 Date of Birth (MM/DD/YYYY) 10 7 2004	28 Holiday Pay (MWE) 								
8 Contact Number 	29 Overtime Pay (MWE) 								
9 Statutory Minimum Wage rate per day 	30 Night Shift Differential (MWE) 								
10 Statutory Minimum Wage rate per month 	31 Hazard Pay (MWE) 								
11 <input type="checkbox"/> Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax	32 13th Month Pay and Other Benefits (maximum of P90,000) 633.33								
12 TIN 007 964 541 000	33 De Minimis Benefits 1,000.00								
Part II - Employer Information (Present)									
13 Employer's Name VCUSTOMER PHILIPPINES (CEBU), INC.	34 SSS, GSIS, PHIC & Pag-ibig contributions and Union Dues (Employee share only) 1,600.00								
14 Registered Address 4F JESA IT Center 90 General Maxilom Avenue Cogon Ramos, Cebu City	14A Zip Code 6000								
15 Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer	35 Salaries & Other Forms of Compensation 2,650.00								
16 TIN 	36 Total Non-Taxable/Exempt compensation Income (Sum of Items 27 to 35) 5,883.33								
17 Employer's Name 	B. TAXABLE COMPENSATION INCOME REGULAR								
18 Registered Address 	18A Zip Code 								
Part III - Employer Information (Previous)									
19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50) 10,842.66	37 Basic Salary 4,959.33								
20 Less: Total Non-Taxable/Exempt compensation Income from Present Employer (From Item 36) 5,883.33	38 Representation 								
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50) 4,959.33	39 Transportation 								
22 Add: Taxable Compensation Income from Previous Employer -	40 Cost of Living Allowance (COLA) 								
23 Gross Taxable Compensation Income (Sum of Items 21 and 22) 4,959.33	41 Fixed Housing Allowance 								
24 Tax Due -	42 Others (Specify) <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">42A </td> <td style="width:50%;"></td> </tr> <tr> <td>42B </td> <td></td> </tr> </table>	42A 		42B 					
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25A Present Employer -									
25B Previous Employer -									
26 Total Amount of Taxes Withheld As Ac Sum of Items 25A and 25B) -	44 Profit Sharing 								
Part IVA - Summary									
27 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50) 4,959.33	45 Fees Including Director's Fees 								
28 Add: Taxable Compensation Income from Previous Employer -	46 Taxable 13th Month Pay -								
29 Gross Taxable Compensation Income (Sum of Items 27 and 28) 4,959.33	47 Hazard Pay 								
30 Tax Due -	48 Overtime Pay 								
31 Amount of Taxes Withheld <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">31A Present Employer -</td> <td style="width:50%;"></td> </tr> <tr> <td>31B Previous Employer -</td> <td></td> </tr> </table>	31A Present Employer -		31B Previous Employer -		49 Others (Specify) <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">49A SL CONVERSION</td> <td style="width:50%;"></td> </tr> <tr> <td>49B VL CONVERSION</td> <td></td> </tr> </table>	49A SL CONVERSION		49B VL CONVERSION	
31A Present Employer -									
31B Previous Employer -									
49A SL CONVERSION									
49B VL CONVERSION									
32 Total Amount of Taxes Withheld As Ac Sum of Items 31A and 31B) -	50 Total Taxable Compensation Income (Sum of Items 37 to 49B) 4,959.33								

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 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 MORRIS F. QUILONDRINO Present Employer/ Authorized Agent Signature Over Printed Name	Date Signed
CONFORME: 52 Mingoc, Shiela Mae Barquin Employee Signature Over Printed Name	Date Signed
CTC No. / Valid ID of Employee 	Date Signed
Place of Issue 	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.	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 Phils. for the calendar year; that taxes have been correctly withheld by my employer (tax due equals tax withheld); that the BIR Form No. 1604CF 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 RR No. 3-2002, as amended.
53 MORRIS F. QUILONDRINO Present Employer/ Authorized Agent Signature Over Printed Name (Head of Accounting/ Human Resource or Authorized Representative)	59 Mingoc, Shiela Mae Barquin Employee Signature Over Printed Name

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