



BIR Form No.
2316

September 2021 (ENCS)

**Certificate of Compensation
Payment/Tax Withheld**

For Compensation Payment With or Without Tax Withheld



2316 9/21 ENCS

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) **01 01** To (MM/DD) **12 31**

Part I - Employee Information

3 TIN **101 - 788 - 888 - 0081**

4 Employee's Name (Last Name, First Name, Middle Name) **CABASAG, KEMLIEH, CASUNGCAD** 5 RDO Code **081**

6 Registered Address **7TH FLOOR SKYRISE 4B IT PARK APAS CEBU CITY** 6A ZIP Code **6000**

6B Local Home Address _____ 6C ZIP Code _____

6D Foreign Address _____

7 Date of Birth (MM/DD/YYYY) **08 24 2001** 8 Contact Number **09178072322**

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

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	0.00
30 Holiday Pay (MWE)	
31 Overtime Pay (MWE)	
32 Night Shift Differential (MWE)	
33 Hazard Pay (MWE)	
34 13th Month Pay and Other Benefits (maximum of P90,000)	4,735.23
35 De Minimis Benefits	0.00
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	5,025.00
37 Salaries and Other Forms of Compensation	0.00
38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	9,760.23

Part II - Employer Information (Present)

12 TIN **007 - 876 - 982 - 00000**

13 Employer's Name **GREATENGLISH CORPORATION**

14 Registered Address **8TH FLR SKYRISE 4 ASIATOWN IT PARK APAS CEBU CITY** 14A ZIP Code **6000**

15 Type of Employer Main Employer Secondary Employer

B. TAXABLE COMPENSATION INCOME REGULAR

39 Basic Salary	82,888.66
40 Representation	
41 Transportation	
42 Cost of Living Allowance (COLA)	
43 Fixed Housing Allowance	
44 Others (specify)	
44A	0.00
44B	

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)	92,648.89
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	9,760.23
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	82,888.66
22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	82,888.66
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

SUPPLEMENTARY

45 Commission	
46 Profit Sharing	
47 Fees Including Director's Fees	
48 Taxable 13th Month Benefits	0.00
49 Hazard Pay	
50 Overtime Pay	
51 Others (specify)	
51A	
51B	
52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	82,888.66

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 **NAOMI ASAI** Present Employer/Authorized Agent Signature over Printed Name Date Signed _____

CONFORME: 54 **KEMLIEH CASUNGCAD CABASAG** Employee Signature over Printed Name Date Signed _____

CTC/Valid ID No. of Employee **SSS3500214319** Place of Issue **Cebu City** 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 _____ I declare, under the penalties of perjury that I am qualified under substituted filing of Income Tax Return _____