



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".

<p>1 For the Year (YYYY) <input style="width:100px;" type="text" value="2025"/></p> <p>2 For the Period From (MM/DD) <input style="width:30px;" type="text" value="01"/> <input style="width:30px;" type="text" value="01"/> To (MM/DD) <input style="width:30px;" type="text" value="04"/> <input style="width:30px;" type="text" value="15"/></p> <p>Part I - Employee Information</p> <p>3 TIN <input style="width:30px;" type="text" value="648"/> - <input style="width:30px;" type="text" value="169"/> - <input style="width:30px;" type="text" value="667"/> - <input style="width:30px;" type="text" value="000"/></p> <p>4 Employee's Name (Last Name, First Name, Middle Name) <input style="width:300px;" type="text" value="DELANTAR, JANE DAQUIADO"/> 5 RDO Code <input style="width:30px;" type="text" value="43A"/></p> <p>6 Registered Address <input style="width:300px;" type="text"/> 6A ZIP Code <input style="width:30px;" type="text"/></p> <p>6B Local Home Address <input style="width:300px;" type="text"/> 6C ZIP Code <input style="width:30px;" type="text"/></p> <p>6D Foreign Address <input style="width:300px;" type="text"/></p> <p>7 Date of Birth (MM/DD/YYYY) <input style="width:30px;" type="text" value="08"/> <input style="width:30px;" type="text" value="19"/> <input style="width:30px;" type="text" value="2002"/> 8 Contact Number <input style="width:100px;" type="text"/></p> <p>9 Statutory Minimum Wage rate per day <input style="width:100px;" type="text" value="0.00"/></p> <p>10 Statutory Minimum Wage rate per month <input style="width:100px;" type="text" value="0.00"/></p> <p>11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax</p> <p>Part II - Employer Information (Present)</p> <p>12 TIN <input style="width:30px;" type="text" value="005"/> - <input style="width:30px;" type="text" value="057"/> - <input style="width:30px;" type="text" value="181"/> - <input style="width:30px;" type="text" value="000"/></p> <p>13 Employer's Name <input style="width:300px;" type="text" value="FOUNDEVER ASIA INCORPORATED"/></p> <p>14 Registered Address <input style="width:300px;" type="text" value="10F GLORIETTA 1 BPO OFC TOWER AYALA MAKA"/> 14A ZIP Code <input style="width:30px;" type="text"/></p> <p>15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p>Part III - Employer Information (Previous)</p> <p>16 TIN <input style="width:30px;" type="text"/> - <input style="width:30px;" type="text"/> - <input style="width:30px;" type="text"/> - <input style="width:30px;" type="text"/></p> <p>17 Employer's Name <input style="width:300px;" type="text"/></p> <p>18 Registered Address <input style="width:300px;" type="text"/> 18A ZIP Code <input style="width:30px;" type="text"/></p> <p>Part IVA - Summary</p> <table style="width:100%;"> <tr> <td style="width:70%;">19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)</td> <td style="width:30%;"><input style="width:100%;" type="text" value="77,614.24"/></td> </tr> <tr> <td>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)</td> <td><input style="width:100%;" type="text" value="77,614.24"/></td> </tr> <tr> <td>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)</td> <td><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>22 Add: Taxable Compensation Income from Previous Employer, if applicable</td> <td><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>23 Gross Taxable Compensation Income (Sum of Items 21 and 22)</td> <td><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>24 Tax Due</td> <td><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>25 Amount of Taxes Withheld</td> <td><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>25A Present Employer</td> <td><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>25B Previous Employer, if applicable</td> <td><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)</td> <td><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>27 5% Tax Credit (PERA Act of 2008)</td> <td><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>28 Total Taxes Withheld (Sum of Items 26 and 27)</td> <td><input style="width:100%;" type="text" value="0.00"/></td> </tr> </table>	19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)	<input style="width:100%;" type="text" value="77,614.24"/>	20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	<input style="width:100%;" type="text" value="77,614.24"/>	21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	<input style="width:100%;" type="text" value="0.00"/>	22 Add: Taxable Compensation Income from Previous Employer, if applicable	<input style="width:100%;" type="text" value="0.00"/>	23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	<input style="width:100%;" type="text" value="0.00"/>	24 Tax Due	<input style="width:100%;" type="text" value="0.00"/>	25 Amount of Taxes Withheld	<input style="width:100%;" type="text" value="0.00"/>	25A Present Employer	<input style="width:100%;" type="text" value="0.00"/>	25B Previous Employer, if applicable	<input style="width:100%;" type="text" value="0.00"/>	26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	<input style="width:100%;" type="text" value="0.00"/>	27 5% Tax Credit (PERA Act of 2008)	<input style="width:100%;" type="text" value="0.00"/>	28 Total Taxes Withheld (Sum of Items 26 and 27)	<input style="width:100%;" type="text" value="0.00"/>	<p>Part IV-B Details of Compensation Income & Tax Withheld from Present Employer</p> <p>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</p> <table style="width:100%;"> <thead> <tr> <th style="width:80%;"></th> <th style="width:20%; text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>29 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="50,574.75"/></td> </tr> <tr> <td>30 Holiday Pay (MWE)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>31 Overtime Pay (MWE)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>32 Night Shift Differential (MWE)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>33 Hazard Pay (MWE)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>34 13th Month Pay and Other Benefits (maximum of P90,000)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="3,113.15"/></td> </tr> <tr> <td>35 De Minimis Benefits</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="15,805.60"/></td> </tr> <tr> <td>36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="4,745.74"/></td> </tr> <tr> <td>37 Salaries and Other Forms of Compensation</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="3,375.00"/></td> </tr> <tr> <td>38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="77,614.24"/></td> </tr> </tbody> </table> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <table style="width:100%;"> <tbody> <tr> <td style="width:80%;">39 Basic Salary</td> <td style="width:20%; text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>40 Representation</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>41 Transportation</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>42 Cost of Living Allowance (COLA)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>43 Fixed Housing Allowance</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>44 Others (specify)</td> <td></td> </tr> <tr> <td>44A <input style="width:150px;" type="text"/></td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>44B <input style="width:150px;" type="text"/></td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td colspan="2">SUPPLEMENTARY</td> </tr> <tr> <td>45 Commission</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>46 Profit Sharing</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>47 Fees Including Director's Fees</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>48 Taxable 13th Month Benefits</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>49 Hazard Pay</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>50 Overtime Pay</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>51 Others (specify)</td> <td></td> </tr> <tr> <td>51A <input style="width:150px;" type="text"/></td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>51B <input style="width:150px;" type="text"/></td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> <tr> <td>52 Total Taxable Compensation Income (Sum of Items 39 to 51B)</td> <td style="text-align: right;"><input style="width:100%;" type="text" value="0.00"/></td> </tr> </tbody> </table>		Amount	29 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	<input style="width:100%;" type="text" value="50,574.75"/>	30 Holiday Pay (MWE)	<input style="width:100%;" type="text" value="0.00"/>	31 Overtime Pay (MWE)	<input style="width:100%;" type="text" value="0.00"/>	32 Night Shift Differential (MWE)	<input style="width:100%;" type="text" value="0.00"/>	33 Hazard Pay (MWE)	<input style="width:100%;" type="text" value="0.00"/>	34 13th Month Pay and Other Benefits (maximum of P90,000)	<input style="width:100%;" type="text" value="3,113.15"/>	35 De Minimis Benefits	<input style="width:100%;" type="text" value="15,805.60"/>	36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	<input style="width:100%;" type="text" value="4,745.74"/>	37 Salaries and Other Forms of Compensation	<input style="width:100%;" type="text" value="3,375.00"/>	38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	<input style="width:100%;" type="text" value="77,614.24"/>	39 Basic Salary	<input style="width:100%;" type="text" value="0.00"/>	40 Representation	<input style="width:100%;" type="text" value="0.00"/>	41 Transportation	<input style="width:100%;" type="text" value="0.00"/>	42 Cost of Living Allowance (COLA)	<input style="width:100%;" type="text" value="0.00"/>	43 Fixed Housing Allowance	<input style="width:100%;" type="text" value="0.00"/>	44 Others (specify)		44A <input style="width:150px;" type="text"/>	<input style="width:100%;" type="text" value="0.00"/>	44B <input style="width:150px;" type="text"/>	<input style="width:100%;" type="text" value="0.00"/>	SUPPLEMENTARY		45 Commission	<input style="width:100%;" type="text" value="0.00"/>	46 Profit Sharing	<input style="width:100%;" type="text" value="0.00"/>	47 Fees Including Director's Fees	<input style="width:100%;" type="text" value="0.00"/>	48 Taxable 13th Month Benefits	<input style="width:100%;" type="text" value="0.00"/>	49 Hazard Pay	<input style="width:100%;" type="text" value="0.00"/>	50 Overtime Pay	<input style="width:100%;" type="text" value="0.00"/>	51 Others (specify)		51A <input style="width:150px;" type="text"/>	<input style="width:100%;" type="text" value="0.00"/>	51B <input style="width:150px;" type="text"/>	<input style="width:100%;" type="text" value="0.00"/>	52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	<input style="width:100%;" type="text" value="0.00"/>
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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 <u>RONALD PORTULA</u> Present Employer/Authorized Agent Signature over Printed Name	Date Signed <input style="width:100px;" type="text"/>	
CONFORME:		
54 <u>DELANTAR, JANE DAQUIADO</u> Employee Signature over Printed Name	Date Signed <input style="width:100px;" type="text"/>	Amount paid, if CTC <input style="width:100px;" type="text"/>
CTC/Valid ID No. of Employee <input style="width:100px;" type="text"/>	Place of Issue <input style="width:100px;" type="text"/>	Date Issued <input style="width:100px;" type="text"/>

To be accomplished under substituted filing

<p>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.</p> <p>55 <u>RONALD PORTULA</u> Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)</p>	<p>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.</p> <p>56 _____ Employee Signature over Printed Name</p>
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*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)