

For BIR Use Only

BCS/ Item:



Republic of the Philippines Department of Finance Bureau of Internal Revenue

BIR Form No. 2316

September 2021 (ENCS)

Certificate of Compensation Payment/Tax Withheld

For Compensation Payment With or Without Tax Withheld



2316 09/21 ENCS

Fill in all applicable spaces. Mark all appropriate boxes with an "X"

1 For the Year (YYYY) 2025 2 For the Period From (MM/DD) 01 01 To (MM/DD) 02 25

Part I - Employee Information 3 TIN 771 439 454 0000 4 Employee's Name (Last Name, First Name, Middle Name) SURDILLA, ERIC SAROMINES 5 RDO Code 081 6 Registered Address 6A Zip Code 6B Local Home Address 6C 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 0.00 10 Statutory Minimum Wage rate per month 0.00 11 Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax

Part II - Employer Information (Present) 12 Taxpayer 457 053 838 0000 13 Employer's Name ECC FOREIGN LANGUAGE INSTITUTE OF THE PHILS INC 14 Registered Address UNIT 604 GAGFA TOWER F CABA HUG ST 14A Zip Code 6000 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) 36,563.03 20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) 36,563.03 21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) 0.00 22 Add: Taxable Compensation Income from Previous Employer, if applicable 0.00 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 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

Part IV-B Details of Compensation Income and Tax Withheld from Present Employer A. NON-TAXABLE/EXEMPT COMPENSATION INCOME 29 Basic Salary (including the exempt P250,000 & b or the Statutory Minimum Wage of the MWE) 22,780.85 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) 11,032.18 35 De Minimis Benefits 550.00 36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) 2,200.00 37 Salaries and Other Forms of Compensation 0.00 38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37) 36,563.03

B. TAXABLE COMPENSATION INCOME REGULAR 39 Basic Salary 0.00 40 Representation 41 Transportation 42 Cost of Living Allowance (COLA) 43 Fixed Housing Allowance 44 Others (Specify) 44A 0.00 44B

SUPPLEMENTARY 45 Commission 46 Profit Sharing 47 Fees Including Director's Fees 48 Taxable 13th Month Pay 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) 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" (RA No. 10173) for legitimate and lawful purposes.

51 MATTHEW DAVID SMALLHEER Present Employer/ Authorized Agent Signature Over Printed Name Date Signed CONFORME: 52 ERIC SAROMINES SURDILLA Employee Signature Over Printed Name Date Signed CTC/Valid ID No. of Employee Place of Issue Date 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. 1604C which has been filed with the Bureau of Internal Revenue. 53 MATTHEW DAVID SMALLHEER 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. 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. 54 ERIC SAROMINES SURDILLA Employee Signature Over Printed Name

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