



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

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: **752 957 320 0000**

4 Employee's Name (Last Name, First Name, Middle Name): **CORDOVA, JELYN MONETTE OMADLAO**

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: **443 008 712 0000**

13 Employer's Name: **CEBU TELETNET PHILIPPINES CORPORATION**

14 Registered Address: **S/F GAGFA IT CENTER 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)	<b>203,034.48</b>
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	<b>203,034.48</b>
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	<b>0.00</b>
22 Add: Taxable Compensation Income from Previous Employer, if applicable	<b>0.00</b>
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	<b>0.00</b>
24 Tax Due	<b>0.00</b>
25 Amount of Taxes Withheld	
25A Present Employer	<b>0.00</b>
25B Previous Employer	<b>0.00</b>
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	<b>0.00</b>
27 5% Tax Credit (PERA Act of 2008)	<b>0.00</b>
28 Total Taxes Withheld (sum of Items 26 and 27)	<b>0.00</b>

**Part IV-B Details of Compensation Income and 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)	<b>178,990.34</b>
30 Holiday Pay (MWE)	<b>0.00</b>
31 Overtime Pay (MWE)	<b>0.00</b>
32 Night Shift Differential (MWE)	<b>0.00</b>
33 Hazard Pay (MWE)	<b>0.00</b>
34 13th Month Pay and Other Benefits (maximum of P90,000)	<b>11,724.14</b>
35 De Minimis Benefits	<b>0.00</b>
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	<b>12,320.00</b>
37 Salaries and Other Forms of Compensation	<b>0.00</b>
38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	<b>203,034.48</b>

**B. TAXABLE COMPENSATION INCOME REGULAR**

39 Basic Salary	<b>0.00</b>
40 Representation	
41 Transportation	
42 Cost of Living Allowance (COLA)	
43 Fixed Housing Allowance	
44 Others (Specify)	
44A	<b>0.00</b>
44B	

**SUPPLEMENTARY**

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

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 of 2012 (R.A. No. 10173) for legitimate and lawful purposes.

51 **CHENETTE A. BACUS**  
Present Employer/ Authorized Agent Signature Over Printed Name  
Date Signed: \_\_\_\_\_

52 **JELYN MONETTE OMADLAO CORDOVA**  
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**

53 **CHENETTE A. BACUS**  
Present Employer/ Authorized Agent Signature Over Printed Name  
(Head of Accounting/ Human Resource or Authorized Representative)

54 **JELYN MONETTE OMADLAO CORDOVA**  
Employee Signature Over Printed Name

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