



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="01"/></p> <p>3 TIN <input style="width: 30px;" type="text" value="316"/> - <input style="width: 30px;" type="text" value="202"/> - <input style="width: 30px;" type="text" value="205"/> - <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="YU, FLORAMIE CABAMO"/> 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="03"/> <input style="width: 30px;" type="text" value="1995"/> 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>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, INC."/></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>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>19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52) <input style="width: 100px;" type="text" value="35,646.63"/></p> <p>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) <input style="width: 100px;" type="text" value="35,646.63"/></p> <p>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) <input style="width: 100px;" type="text" value="0.00"/></p> <p>22 Add: Taxable Compensation Income from Previous Employer, if applicable <input style="width: 100px;" type="text" value="0.00"/></p> <p>23 Gross Taxable Compensation Income (Sum of Items 21 and 22) <input style="width: 100px;" type="text" value="0.00"/></p> <p>24 Tax Due <input style="width: 100px;" type="text" value="0.00"/></p> <p>25 Amount of Taxes Withheld</p> <p>25A Present Employer <input style="width: 100px;" type="text" value="0.00"/></p> <p>25B Previous Employer, if applicable <input style="width: 100px;" type="text" value="0.00"/></p> <p>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) <input style="width: 100px;" type="text" value="0.00"/></p> <p>27 5% Tax Credit (PERA Act of 2008) <input style="width: 100px;" type="text" value="0.00"/></p> <p>28 Total Taxes Withheld (Sum of Items 26 and 27) <input style="width: 100px;" type="text" value="0.00"/></p>	<p>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Item</th> <th style="width: 20%;">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><input style="width: 100px;" type="text" value="23,900.03"/></td></tr> <tr><td>30 Holiday Pay (MWE)</td><td><input style="width: 100px;" type="text" value="0.00"/></td></tr> <tr><td>31 Overtime Pay (MWE)</td><td><input style="width: 100px;" type="text" value="0.00"/></td></tr> <tr><td>32 Night Shift Differential (MWE)</td><td><input style="width: 100px;" type="text" value="0.00"/></td></tr> <tr><td>33 Hazard Pay (MWE)</td><td><input style="width: 100px;" type="text" value="0.00"/></td></tr> <tr><td>34 13th Month Pay and Other Benefits (maximum of P90,000)</td><td><input style="width: 100px;" type="text" value="1,250.00"/></td></tr> <tr><td>35 De Minimis Benefits</td><td><input style="width: 100px;" type="text" value="8,896.60"/></td></tr> <tr><td>36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td><td><input style="width: 100px;" type="text" value="1,600.00"/></td></tr> <tr><td>37 Salaries and Other Forms of Compensation</td><td><input style="width: 100px;" type="text" value="0.00"/></td></tr> <tr><td>38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)</td><td><input style="width: 100px;" type="text" value="35,646.63"/></td></tr> </tbody> </table> <p>B. 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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>YU, FLORAMIE CABAMO</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)