



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) **2 0 2 4**

2 For the Period From (MM/DD) **0 6 2 4** To (MM/DD) **1 2 3 1**

**Part I - Employee Information**

3 TIN **6 3 9 - 9 3 0 - 6 2 5 - 0 0 0 0 0**

4 Employee's Name (Last Name, First Name, Middle Name) **Renua, Albert Climacoos**

5 RDO Code **0 8 1**

6 Registered Address **Tres De Abril Street, Victor Village Tres De Abril, La Aldea Cebu City**

6A Zip Code **6 0 0 0**

6B Local Home Address

6C Zip Code

6D Foreign Address

7 Date of Birth (MM/DD/YYYY) **0 9 2 9 2 0 0 2**

8 Contact Number

9 Statutory Minimum Wage rate per day **0.00**

10 Statutory Minimum Wage rate per month **0.00**

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 (MWE)	0.00
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)	15,484.10
35 De Minimis Benefits	11,908.05
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	9,967.50
37 Salaries & Other Forms of Compensation	0.00
38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	37,359.65

**Part II - Employer Information (Present)**

12 TIN **0 1 0 - 6 9 3 - 8 4 0 - 0 0 0 0 0**

13 Employer's Name **Foundever Business Services Corporation**

14 Registered Address **6th FLOOR CYBERGATE GALLERIA CEBU COMMERCE ST. COR BENEDICTO ST. BRGY. TEJERO CEBU CITY**

14A Zip Code **6 0 0 0**

15 Type of Employer  Main Employer  Secondary Employer

B. TAXABLE COMPENSATION INCOME REGULAR	Amount
39 Basic Salary	83,246.62
40 Representation	0.00
41 Transportation	0.00
42 Cost of Living Allowance (COLA)	0.00
43 Fixed Housing Allowance	0.00
44 Others (Specify)	
44A	0.00
44B	0.00

**Part III - Employer Information (Previous)**

16 TIN

17 Employer's Name

18 Registered Address

18A Zip Code

**SUPPLEMENTARY**

45 Commission	0.00
46 Profit Sharing	0.00
47 Fees Including Director's Fees	0.00
48 Taxable 13th Month Benefits	0.00
49 Hazard Pay	0.00
50 Overtime Pay	26,010.21
51 Others (Specify)	
51A	0.00
51B	0.00
52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	109,256.83

**Part IVA - Summary**

19 Gross Compensation Income from Present Employer (Sum of Items 39 and 52) **146,616.48**

20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) **37,359.65**

21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) **109,256.83**

22 Add: Taxable Compensation Income from Previous Employer, if applicable **0.00**

23 Gross Taxable Compensation Income (Sum of Items 21 and 22) **109,256.83**

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**

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 **MARIBEL DE ASIS**  
Present Employer Authorized Agent Signature Over Printed Name

CONFORME:

54 **Renua, Albert Climacoos**  
Employee Signature Over Printed Name

CTC/Valid ID No. of Employee \_\_\_\_\_ Place of Issue \_\_\_\_\_

Date Signed **0 1 2 7 2 0 2 5**

Date Signed \_\_\_\_\_

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 reported under BIR Form No. 1604-C which has been filed with the Bureau of Internal Revenue.

55 **MARIBEL DE ASIS**  
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 BIR Form No. 1700 had been filed pursuant to the provisions of Revenue Regulations (RR) No. 3-2002, as amended.

56 **Renua, Albert Climacoos**  
Employee Signature Over Printed Name

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