

BIR Form No. <h1 style="margin: 0;">2316</h1> September 2021(ENCS)	<h2 style="margin: 0;">Certificate of Compensation Payment/Tax Withheld</h2> For Compensation Payment With or Without Tax Withheld	2316 9/21ENCS
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Fill in all applicable spaces. Mark all appropriate boxes with an "X".

1 For the Year (YYYY) 2 0 2 5	2 For the Period From (MM/DD) 0 1 0 1 To (MM/DD) 0 2 0 8
Part I - Employee Information	
3 TIN 3 8 2 - 9 4 8 - 6 7 3 - 0 0 0	5 RDO Code 0 8 1
4 Employee's Name (Last Name, First Name, Middle Name) Escarpe, Elvie Mar Burlat	6A ZIP Code 6 0 0 0
6 Registered Address Obedience street Capitol Cebu City Cebu City	6C ZIP Code
6B Local Home Address	6D Foreign Address
7 Date of Birth (MM/DD/YYYY) 0 9 2 0 1 9 9 4	8 Contact Number
9 Statutory Minimum Wage rate per day	10 Statutory Minimum Wage rate per month
11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax	
Part II - Employer Information (Present)	
12 TIN	13 Employer's Name Newfold Digital Philippines Inc
14 Registered Address 9th, 10th & 11th Floor Philam Life Center, Cardinal Rosales Avenue, Cebu Business Park Cebu City	14A ZIP Code
15 Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> 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)	75,715.58
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	32,638.83
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	43,076.75
22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	43,076.75
24 Tax Due	0.00
25 Amount of Taxes Withheld	0.00
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 (Item 26 less Item 27)	0.00

A. NON-TAXABLE/EXEMPT COMPENSATION INCOME	Amount
29 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the 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)	15,519.55
35 De Minimis Benefits	15,094.28
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	2,025.00
37 Salaries and Other Forms of Compensation	0.00
38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	32,638.83
B. TAXABLE COMPENSATION INCOME REGULAR	Amount
39 Basic Salary	31,406.03
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)	0.00
44A Other Income	11,670.72
44B	0.00
SUPPLEMENTARY	Amount
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	0.00
51 Others (specify)	0.00
51A	0.00
51B	0.00
52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	43,076.75

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 Roxanne Carido Present Employer/Authorized Agent Signature over Printed Name	Date Signed 0 2 2 6 2 0 2 5
CONFORME: 54 Escarpe, Elvie Mar Burlat Employee Signature over Printed Name	Date Signed
CTC/Valid ID No. of Employee Place of Issue	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 Roxanne Carido 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 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. 56 Escarpe, Elvie Mar Burlat Employee Signature over Printed Name
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*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)