



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

<b>1</b> For the Year (YYYY) <span style="float: right; border: 1px solid black; padding: 2px;">2024</span>	<b>2</b> For the Period From (MM/DD) <span style="border: 1px solid black; padding: 2px;">01</span> <span style="border: 1px solid black; padding: 2px;">08</span> To (MM/DD) <span style="border: 1px solid black; padding: 2px;">09</span> <span style="border: 1px solid black; padding: 2px;">29</span>
<b>Part I - Employee Information</b>	<b>Part IV-B Details of Compensation Income &amp; Tax Withheld from Present Employer</b>
<b>3</b> TIN <span style="border: 1px solid black; padding: 2px;">000</span> - <span style="border: 1px solid black; padding: 2px;">000</span> - <span style="border: 1px solid black; padding: 2px;">000</span> - <span style="border: 1px solid black; padding: 2px;">0000</span>	<b>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</b>
<b>4</b> Employee's Name (Last Name, First Name, Middle Name) <span style="border: 1px solid black; padding: 2px;">Gracel Godito</span>	<b>29</b> Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE) <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>5</b> RDO Code <span style="border: 1px solid black; padding: 2px;">123</span>	<b>30</b> Holiday Pay (MWE) <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>6</b> Registered Address <span style="border: 1px solid black; padding: 2px;"> </span>	<b>31</b> Overtime Pay (MWE) <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>6A</b> ZIP Code <span style="border: 1px solid black; padding: 2px;"> </span>	<b>32</b> Night Shift Differential (MWE) <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>6B</b> Local Home Address <span style="border: 1px solid black; padding: 2px;"> </span>	<b>33</b> Hazard Pay (MWE) <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>6C</b> ZIP Code <span style="border: 1px solid black; padding: 2px;"> </span>	<b>34</b> 13th Month Pay and Other Benefits (maximum of P90,000) <span style="float: right; border: 1px solid black; padding: 2px;">21,332.82</span>
<b>6D</b> Foreign Address <span style="border: 1px solid black; padding: 2px;"> </span>	<b>35</b> De Minimis Benefits <span style="float: right; border: 1px solid black; padding: 2px;">6,156.05</span>
<b>7</b> Date of Birth (MM/DD/YYYY) <span style="border: 1px solid black; padding: 2px;">08</span> <span style="border: 1px solid black; padding: 2px;">20</span> <span style="border: 1px solid black; padding: 2px;">2001</span>	<b>36</b> SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) <span style="float: right; border: 1px solid black; padding: 2px;">14,999.75</span>
<b>8</b> Contact Number <span style="border: 1px solid black; padding: 2px;"> </span>	<b>37</b> Salaries and Other Forms of Compensation <span style="float: right; border: 1px solid black; padding: 2px;">5,988.77</span>
<b>9</b> Statutory Minimum Wage rate per day <span style="border: 1px solid black; padding: 2px;"> </span>	<b>38</b> Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37) <span style="float: right; border: 1px solid black; padding: 2px;">48,477.39</span>
<b>10</b> Statutory Minimum Wage rate per month <span style="border: 1px solid black; padding: 2px;"> </span>	<b>B. TAXABLE COMPENSATION INCOME REGULAR</b>
<b>11</b> <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax	<b>39</b> Basic Salary <span style="float: right; border: 1px solid black; padding: 2px;">135,547.80</span>
<b>Part II - Employer Information (Present)</b>	<b>40</b> Representation <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>12</b> TIN <span style="border: 1px solid black; padding: 2px;">006</span> - <span style="border: 1px solid black; padding: 2px;">897</span> - <span style="border: 1px solid black; padding: 2px;">563</span> - <span style="border: 1px solid black; padding: 2px;">0000</span>	<b>41</b> Transportation <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>13</b> Employer's Name <span style="border: 1px solid black; padding: 2px;">WIPRO PHILIPPINES, INC.</span>	<b>42</b> Cost of Living Allowance (COLA) <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>14</b> Registered Address <span style="border: 1px solid black; padding: 2px;">CEBU IT TOWER 1 LT.7 BLK 2 COR ARCH. REYES ST. &amp; MINDANAO ST. CEBU BUSINESS PARK, CEBU CITY, CEBU</span>	<b>43</b> Fixed Housing Allowance <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>14A</b> ZIP Code <span style="border: 1px solid black; padding: 2px;">6000</span>	<b>44</b> Others (specify)
<b>15</b> Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer	<b>44A</b> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>Part III - Employer Information (Previous)</b>	<b>44B</b> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>16</b> TIN <span style="border: 1px solid black; padding: 2px;"> </span> - <span style="border: 1px solid black; padding: 2px;"> </span> - <span style="border: 1px solid black; padding: 2px;"> </span> - <span style="border: 1px solid black; padding: 2px;">0000</span>	<b>SUPPLEMENTARY</b>
<b>17</b> Employer's Name <span style="border: 1px solid black; padding: 2px;"> </span>	<b>45</b> Commission <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>18</b> Registered Address <span style="border: 1px solid black; padding: 2px;"> </span>	<b>46</b> Profit Sharing <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>18A</b> ZIP Code <span style="border: 1px solid black; padding: 2px;"> </span>	<b>47</b> Fees Including Director's Fees <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>Part IVA - Summary</b>	<b>48</b> Taxable 13th Month Benefits <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>19</b> Gross Compensation Income from Present Employer (Sum of Items 38 and 52) <span style="float: right; border: 1px solid black; padding: 2px;">215,329.29</span>	<b>49</b> Hazard Pay <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>20</b> Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) <span style="float: right; border: 1px solid black; padding: 2px;">48,477.39</span>	<b>50</b> Overtime Pay <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>21</b> Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) <span style="float: right; border: 1px solid black; padding: 2px;">166,851.90</span>	<b>51</b> Others (specify)
<b>22</b> Add: Taxable Compensation Income from Previous Employer, if applicable <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>	<b>51A</b> Salaries and other form of compensation <span style="float: right; border: 1px solid black; padding: 2px;">31,304.10</span>
<b>23</b> Gross Taxable Compensation Income (Sum of Items 21 and 22) <span style="float: right; border: 1px solid black; padding: 2px;">166,851.90</span>	<b>51B</b> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>
<b>24</b> Tax Due <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>	<b>52</b> Total Taxable Compensation Income (Sum of Items 39 to 51B) <span style="float: right; border: 1px solid black; padding: 2px;">166,851.90</span>
<b>25</b> Amount of Taxes Withheld <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>	
<b>25A</b> Present Employer <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>	
<b>25B</b> Previous Employer, if applicable <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>	
<b>26</b> Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>	
<b>27</b> 5% Tax Credit (PERA Act of 2008) <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>	
<b>28</b> Total Taxes Withheld (Sum of Items 26 and 27) <span style="float: right; border: 1px solid black; padding: 2px;">0.00</span>	

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.

<b>53</b> <u>Julie Ann Devibar / Senior Executive</u> Present Employer/Authorized Agent Signature over Printed Name	Date Signed <span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">1</span> <span style="border: 1px solid black; padding: 2px;">3</span> <span style="border: 1px solid black; padding: 2px;">1</span> <span style="border: 1px solid black; padding: 2px;">2</span> <span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">2</span> <span style="border: 1px solid black; padding: 2px;">4</span>
<b>CONFORME:</b> <b>54</b> <u>Gracel Godito</u> Employee Signature over Printed Name	Date Signed <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span>
CTC/Valid ID No. of Employee <span style="border: 1px solid black; padding: 2px;"> </span>	Date Issued <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span>
Place of Issue <span style="border: 1px solid black; padding: 2px;"> </span>	Amount paid, if CTC <span style="border: 1px solid black; padding: 2px;"> </span>

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.	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.
<b>55</b> <u>Julie Ann Devibar / Senior Executive</u> Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)	<b>56</b> <u>Gracel Godito</u> Employee Signature over Printed Name

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