



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

For BIR Use Only BCS/Item:

BIR Form No. **2316**

Certificate of Compensation Payment/Tax Withheld



September 2021(ENCS)

For Compensation Payment With or Without Tax Withheld

2316 9/21ENCS

Fill in all applicable spaces. Mark all appropriate boxes with an "X".

1 For the Year (YYYY) 2024		2 For the Period From (MM/DD) 1012 To (MM/DD) 1231	
Part I - Employee Information			
3 TIN 235-447-748-000		4 Employee's Name (Last Name, First Name, Middle Name) JAPITAN, ANA MARIE, DACULAN	
5 BDO Code 043		6 Registered Address SUBASASAG BASAK LAPU-LAPU CI., LAPU-LAPU	
7 Date of Birth (MM/DD/YYYY) 12071983		8 Contact Number	
9 Statutory Minimum Wage rate per day 0.00		10 Statutory Minimum Wage rate per month 0.00	
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 007-291-508-000		13 Employer's Name Results Manila Inc.	
14 Registered Address 2nd Floor, Silver City Mall Frontiera Drive and Julia Vargas Ave Pasig City 1600		14A ZIP Code 1604	
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 39 and 52)		56,023.77	
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)		56,023.77	
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)		0.00	
22 Add: Taxable Compensation Income from Previous Employer, if applicable		0.00	
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)		0.00	
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	
Part IV-B Details of Compensation Income & Tax Withheld from Present Employer			
A. NON-TAXABLE/EXEMPT COMPENSATION INCOME			
29 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the MWE		41,571.45	
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)		3,319.41	
35 De Minimis Benefits		6,600.00	
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)		4,064.91	
37 Salaries and Other Forms of Compensation		468.00	
38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)		56,023.77	
B. TAXABLE COMPENSATION INCOME REGULAR			
39 Basic Salary		0.00	
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 Taxable Income		0.00	
44B Other Taxable Income		0.00	
C. 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		0.00	
51 Others (specify)		0.00	
51A Other Taxable Income		0.00	
51B Other Taxable Income		0.00	
52 Total Taxable Compensation Income (Sum of Items 39 to 51B)		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, 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 GIANCARLA HERNANDEZ Present Employer/Authorized Agent Signature over Printed Name Date Signed **01312025**

CONFORME: 54 ANA MARIE DACULAN JAPITAN Employee Signature over Printed Name Date Signed _____ Amount paid, if CTC _____

CTC/Valid ID No. _____ Piece of Issue _____ Date Issued _____

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 _____ 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 (the 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 ANA MARIE DACULAN JAPITAN Employee Signature over Printed Name

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