



BIR Form No. **2316**  
September 2021 (ENCS)  
**Certificate of Compensation Payment/Tax Withheld**  
For Compensation Payment With or Without Tax Withheld



2316 09/21 ENCS

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

1 For the Year (YYYY) **2025** 2 For the Period From (MM/DD) **01 01** To (MM/DD) **05 16**

**Part I - Employee Information**

3 TIN **385 016 154 0000**

4 Employee's Name (Last Name, First Name, Middle Name) **SACAMAY, DINA** 5 RDO Code **081**

6 Registered Address **Babag 1 Cebu City** 6A Zip Code **6000**

6B Local Home Address **Babag 1 Cebu City** 6C Zip Code **6000**

6D Foreign Address \_\_\_\_\_ 6E Zip Code \_\_\_\_\_

7 Date of Birth (MM/DD/YYYY) **08 14 2000** 8 Telephone Number \_\_\_\_\_

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

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

11  Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax

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

12 Taxpayer **644 921 780 0000**

13 Employer's Name **GLOPHICS PH INC.**

14 Registered Address **ARCHBISHOP REYES AVE COR MINDA LUZ CITY OF CEBU** 14A Zip Code **6000**

15 Type of Employer  Main Employer  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) **71,740.75**

20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) **71,740.75**

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

25A Present Employer **0.00**

25B Previous Employer **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**

**Part IV-B Details of Compensation Income and Tax Withheld from Present Employer**

**A. NON-TAXABLE/EXEMPT COMPENSATION INCOME**

	Amount
29 Basic Salary (including the exempt P250,000 & bc or the Statutory Minimum Wage of the MWE)	<b>52,229.59</b>
30 Holiday Pay (MWE)	<b>0.00</b>
31 Overtime Pay (MWE)	<b>0.00</b>
32 Night Shift Differential (MWE)	<b>0.00</b>
33 Hazard Pay (MWE)	<b>0.00</b>
34 13th Month Pay and Other Benefits (maximum of P90,000)	<b>4,831.91</b>
35 De Minimis Benefits	<b>8,700.00</b>
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	<b>5,979.25</b>
37 Salaries and Other Forms of Compensation	<b>0.00</b>
38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	<b>71,740.75</b>

**B. TAXABLE COMPENSATION INCOME REGULAR**

39 Basic Salary	<b>0.00</b>
40 Representation	
41 Transportation	
42 Cost of Living Allowance (COLA)	
43 Fixed Housing Allowance	
44 Others (Specify)	
44A	<b>0.00</b>
44B	

**SUPPLEMENTARY**

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

I/We declare, under the penalties of perjury, that this certificate has been made in good faith, verified by 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.

51 **EDGARDO GOMEZ ENOT**  
Present Employer/ Authorized Agent Signature Over Printed Name

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

CONFORME:  
52 **DINA SACAMAY**  
Employee Signature Over Printed Name

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