



BIR Form No.

2316

September 2021 (ENCR)

Certificate of Compensation Payment/Tax Withheld



For Compensation Payment With or Without Tax Withheld

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

<p>1 For the Year (YYYY) 2025</p> <p>Part I - Employee Information</p> <p>3 TIN 000 - 000 - 000 - 0000</p> <p>4 Employee's Name (Last Name, First Name, Middle Name) Judy Alestra</p> <p>5 RDO Code 123</p> <p>6 Registered Address 6A ZIP Code</p> <p>6B Local Home Address 6C ZIP Code</p> <p>6D E-mail Address</p> <p>7 Date of Birth (MM/DD/YYYY) 10 21 2001</p> <p>8 Contact Number</p> <p>9 Statutory Minimum Wage rate per day</p> <p>10 Statutory Minimum Wage rate per month</p> <p>11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax</p> <p>Part II - Employer Information (Present)</p> <p>12 TIN 006 - 887 - 563 - 0000</p> <p>13 Employer's Name WIPRO PHILIPPINES, INC.</p> <p>14 Registered Address 14A ZIP Code CERU IT TOWER 1 LT. 7 BLK. 2 COR. ARON REYES ST. & MINDAORO ST. CERU BUSINESS PARK, CEBU CITY, CEBU 6000</p> <p>15 Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p>Part III - Employer Information (Previous)</p> <p>16 TIN - - - - 0000</p> <p>17 Employer's Name</p> <p>18 Registered Address 18A ZIP Code</p> <p>Part IVA - Summary</p> <p>19 Gross Compensation Income from Present Employer (Sum of Items 28 and 32) 48,786.39</p> <p>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) 11,797.11</p> <p>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 32) 36,989.28</p> <p>22 Add: Taxable Compensation Income from Previous Employer, if applicable 0.00</p> <p>23 Gross Taxable Compensation Income (Sum of Items 21 and 22) 36,989.28</p> <p>24 Tax Due 0.00</p> <p>25 Amount of Taxes Withheld</p> <p>25A Present Employer 0.00</p> <p>25B Previous Employer, if applicable 0.00</p> <p>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) 0.00</p> <p>27 5% Tax Credit (PERA Act of 2008) 0.00</p> <p>28 Total Taxes Withheld (Sum of Items 26 and 27) 0.00</p>	<p>2 For the Period From (MM/DD) 01 01 To (MM/DD) 03 25</p> <p>Part IV-B Details of Compensation Income & Tax Withheld from Present Employer</p> <p>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr><td>29 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the MWE</td><td style="text-align: right;">0.00</td></tr> <tr><td>30 Holiday Pay (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>31 Overtime Pay (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>32 Night Shift Differential (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>33 Hazard Pay (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>34 13th Month Pay and Other Benefits (maximum of P90,000)</td><td style="text-align: right;">2,598.24</td></tr> <tr><td>35 De Meritis Benefits</td><td style="text-align: right;">5,118.19</td></tr> <tr><td>36 SSS, GSIS, PHIC & PAQ-IBIG Contributions and Union Dues (Employee share only)</td><td style="text-align: right;">3,762.00</td></tr> <tr><td>37 Salaries and Other Forms of Compensation</td><td style="text-align: right;">318.68</td></tr> <tr><td>38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)</td><td style="text-align: right;">11,797.11</td></tr> </tbody> </table> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr><td>39 Basic Salary</td><td style="text-align: right;">26,857.72</td></tr> <tr><td>40 Representation</td><td style="text-align: right;">0.00</td></tr> <tr><td>41 Transportation</td><td style="text-align: right;">0.00</td></tr> <tr><td>42 Cost of Living Allowance (COLA)</td><td style="text-align: right;">0.00</td></tr> <tr><td>43 Fixed Housing Allowance</td><td style="text-align: right;">0.00</td></tr> <tr><td>44 Others (specify)</td><td style="text-align: right;">0.00</td></tr> <tr><td>44A</td><td style="text-align: right;">0.00</td></tr> <tr><td>44B</td><td style="text-align: right;">0.00</td></tr> </tbody> </table> <p>SUPPLEMENTARY</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr><td>45 Commission</td><td style="text-align: right;">0.00</td></tr> <tr><td>46 Profit Sharing</td><td style="text-align: right;">0.00</td></tr> <tr><td>47 Fees including Director's Fees</td><td style="text-align: right;">0.00</td></tr> <tr><td>48 Taxable 13th Month Benefits</td><td style="text-align: right;">0.00</td></tr> <tr><td>49 Hazard Pay</td><td style="text-align: right;">0.00</td></tr> <tr><td>50 Overtime Pay</td><td style="text-align: right;">0.00</td></tr> <tr><td>51 Others (specify)</td><td style="text-align: right;">0.00</td></tr> <tr><td>51A Salaries and other form of compensation</td><td style="text-align: right;">10,131.56</td></tr> <tr><td>51B</td><td style="text-align: right;">0.00</td></tr> <tr><td>52 Total Taxable Compensation Income (Sum of Items 39 to 51B)</td><td style="text-align: right;">36,989.28</td></tr> </tbody> </table>		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)	2,598.24	35 De Meritis Benefits	5,118.19	36 SSS, GSIS, PHIC & PAQ-IBIG Contributions and Union Dues (Employee share only)	3,762.00	37 Salaries and Other Forms of Compensation	318.68	38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	11,797.11	39 Basic Salary	26,857.72	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	0.00	44B	0.00	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 Salaries and other form of compensation	10,131.56	51B	0.00	52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	36,989.28
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I declare, under the penalties of perjury that this certificate has been made in good faith, verified by me, and to the best of my own knowledge and belief, in true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I declare my consent to the processing of my tax information as contemplated under the "Data Privacy Policy" of the BIR.

53 Julie Ann Devibar / Senior Executive Present Employer/Authorized Agent Signature over Printed Name Date Signed **01 31 2025**

54 Judy Alestra Employee Signature over Printed Name Date Signed _____

CTC/Valid ID No. of Employees _____ Place of Issue _____ Date Issued _____ Amount paid, if CTC _____

To be accomplished under substituted filing

<p>I declare, under the penalties of perjury that the information herein stated are reported under BIR Form No. 1024-C which has been filed with the Bureau of Internal Revenue.</p> <p>55 <u>Julie Ann Devibar / Senior Executive</u> Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)</p>	<p>I declare, under the penalties of perjury that I am qualified under substituted filing of Income Tax Return (BIR Form No. 1700) when I received purely compensation income from only one employer in the Philippines for the calendar year. But same have been correctly withheld by my employer (see also regular tax withholding) and that the BIR Form No. 1024-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.</p> <p>56 <u>Judy Alestra</u> Employee Signature over Printed Name</p>
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*NOTE: The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)