



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**

3 TIN: 537 152 680 0000

4 Employee's Name (Last Name, First Name, Middle Name) **BAILO, JOYCE** **5** RDO Code **080**

6 Registered Address **6A** Zip Code

6B Local Home Address **6C** Zip Code

6D Foreign Address **6E** Zip Code

7 Date of Birth (MM/DD/YYYY) **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

2 For the Period From (MM/DD) **01 01** To (MM/DD) **07 31**

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 & below or the Statutory Minimum Wage of the MWE)	69,633.30
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)	28,000.00
35 De Minimis Benefits	22,460.00
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	5,377.50
37 Salaries and Other Forms of Compensation	0.00
38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	125,470.80

Part II - Employer Information (Present)

12 Taxpayer: 270 303 178 0000

13 Employer's Name: **LEE, JAY ANN SANCHEZ**

14 Registered Address: **AS FORTUNA ST UPPER BAKILID I MANDAUE CITY** **14A** Zip Code **6014**

15 Type of Employer: Main Employer Secondary Employer

B. TAXABLE COMPENSATION INCOME REGULAR

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

Part III - Employer Information (Previous)

16 TIN

17 Employer's Name

18 Registered Address **18A** Zip Code

SUPPLEMENTARY

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

Part IVA - Summary

19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)	125,470.80
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	125,470.80
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

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, we give my/our consent to the processing of my/our information as contemplated under the "Data Privacy Act of 2012 (RA No. 10173)" for legitimate and lawful purposes.

51 JAY ANNS LEE
Present Employer/ Authorized Agent Signature Over Printed Name

52 JOYCE BAILO
Employee Signature Over Printed Name

CONFORME:

CTC/Valid ID No. of Employee: _____ Place of Issue: _____

Date Signed: _____ Date of Issue: _____ Amount Paid, if CTC: _____

To be accomplished under substituted filing

53 JAY ANNS LEE
Present Employer/ Authorized Agent Signature Over Printed Name (Head of Accounting/ Human Resource or Authorized Representative)

54 JOYCE BAILO
Employee Signature Over Printed Name

I declare, under the penalties of perjury, that the information herein stated are reported under BIR Form No. 1604C 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.

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