



BIR Form No.  
**2316**

September 2021(ENCS)

**Certificate of Compensation  
Payment/Tax Withheld**

For Compensation Payment With or Without Tax Withheld



2316 9/21ENCS

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

<p><b>1</b> For the Year (YYYY) <u>2 0 2 5</u></p> <p><b>Part I - Employee Information</b></p> <p><b>3</b> TIN <u>6 1 4 - 9 9 4 - 7 8 1 -</u></p> <p><b>4</b> Employee's Name (Last Name, First Name, Middle Name) <u>Gutib, Christi Nicca Bustamante</u> <b>5</b> RDO Code <u>1 2 6</u></p> <p><b>6</b> Registered Address _____ <b>6A</b> ZIP Code _____</p> <p><b>6B</b> Local Home Address <u>Banogon Street Brgy Apas Cebu</u> <b>6C</b> ZIP Code <u>6 0 0 0</u></p> <p><b>6D</b> Foreign Address _____</p> <p><b>7</b> Date of Birth (MM/DD/YYYY) <u>1 2 2 1 2 0 0 0</u> <b>8</b> Contact Number <u>9 5 6 9 1 8 8 0 6 9</u></p> <p><b>9</b> Statutory Minimum Wage rate per day _____</p> <p><b>10</b> Statutory Minimum Wage rate per month _____</p> <p><b>11</b> <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax</p> <p><b>Part II - Employer Information (Present)</b></p> <p><b>12</b> TIN <u>4 0 2 - 0 5 1 - 1 2 9 -</u></p> <p><b>13</b> Employer's Name <u>Teletech Offshore Investments B.V. d/b/a TTEC Customer Care Mgt Phils. Branch</u></p> <p><b>14</b> Registered Address <u>FiveEcom 10F Harbor Dr MOA Pasay City Metro Manila</u> <b>14A</b> ZIP Code <u>1 3 0 0</u></p> <p><b>15</b> Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p><b>Part III - Employer Information (Previous)</b></p> <p><b>16</b> TIN _____</p> <p><b>17</b> Employer's Name _____</p> <p><b>18</b> Registered Address _____ <b>18A</b> ZIP Code _____</p> <p><b>Part IVA - Summary</b></p> <table style="width:100%;"> <tr><td><b>19</b> Gross Compensation Income from Present Employer (Sum of Items 38 and 52)</td><td style="text-align: right;">164,736.93</td></tr> <tr><td><b>20</b> Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)</td><td style="text-align: right;">32,987.15</td></tr> <tr><td><b>21</b> Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)</td><td style="text-align: right;">131,749.78</td></tr> <tr><td><b>22</b> Add: Taxable Compensation Income from Previous Employer, if applicable</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>23</b> Gross Taxable Compensation Income (Sum of Items 21 and 22)</td><td style="text-align: right;">131,749.78</td></tr> <tr><td><b>24</b> Tax Due</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>25</b> Amount of Taxes Withheld</td><td></td></tr> <tr><td>    <b>25A</b> Present Employer</td><td style="text-align: right;">0.00</td></tr> <tr><td>    <b>25B</b> Previous Employer, if applicable</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>26</b> Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>27</b> 5% Tax Credit (PERA Act of 2008)</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>28</b> Total Taxes Withheld (Sum of Items 26 and 27)</td><td style="text-align: right;">0.00</td></tr> </table>	<b>19</b> Gross Compensation Income from Present Employer (Sum of Items 38 and 52)	164,736.93	<b>20</b> Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	32,987.15	<b>21</b> Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	131,749.78	<b>22</b> Add: Taxable Compensation Income from Previous Employer, if applicable	0.00	<b>23</b> Gross Taxable Compensation Income (Sum of Items 21 and 22)	131,749.78	<b>24</b> Tax Due	0.00	<b>25</b> Amount of Taxes Withheld		<b>25A</b> Present Employer	0.00	<b>25B</b> Previous Employer, if applicable	0.00	<b>26</b> Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00	<b>27</b> 5% Tax Credit (PERA Act of 2008)	0.00	<b>28</b> Total Taxes Withheld (Sum of Items 26 and 27)	0.00	<p><b>2</b> For the Period From (MM/DD) <u>0 6 2 0</u> To (MM/DD) <u>1 2 3 1</u></p> <p><b>Part IV-B Details of Compensation Income &amp; Tax Withheld from Present Employer</b></p> <p><b>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</b> Amount</p> <p><b>29</b> Basic Salary (including the exempt P250,000 &amp; below or the Statutory Minimum Wage of the MWE) _____</p> <p><b>30</b> Holiday Pay (MWE) _____</p> <p><b>31</b> Overtime Pay (MWE) _____</p> <p><b>32</b> Night Shift Differential (MWE) _____</p> <p><b>33</b> Hazard Pay (MWE) _____</p> <p><b>34</b> 13th Month Pay and Other Benefits (maximum of P90,000) <u>7,479.45</u></p> <p><b>35</b> De Minimis Benefits <u>14,557.70</u></p> <p><b>36</b> SSS, GSIS, PHIC &amp; PAG-IBIG Contributions and Union Dues (Employee share only) <u>10,950.00</u></p> <p><b>37</b> Salaries and Other Forms of Compensation <u>0.00</u></p> <p><b>38</b> Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37) <u>32,987.15</u></p> <p><b>B. TAXABLE COMPENSATION INCOME REGULAR</b></p> <p><b>39</b> Basic Salary <u>49,271.73</u></p> <p><b>40</b> Representation _____</p> <p><b>41</b> Transportation <u>4,298.01</u></p> <p><b>42</b> Cost of Living Allowance (COLA) <u>0.00</u></p> <p><b>43</b> Fixed Housing Allowance _____</p> <p><b>44</b> Others (specify)</p> <p>    <b>44A</b> _____</p> <p>    <b>44B</b> _____</p> <p><b>SUPPLEMENTARY</b></p> <p><b>45</b> Commission _____</p> <p><b>46</b> Profit Sharing _____</p> <p><b>47</b> Fees Including Director's Fees _____</p> <p><b>48</b> Taxable 13th Month Benefits <u>0.00</u></p> <p><b>49</b> Hazard Pay _____</p> <p><b>50</b> Overtime Pay <u>6,993.20</u></p> <p><b>51</b> Others (specify)</p> <p>    <b>51A</b> <u>CO. Incentives</u> <u>71,186.84</u></p> <p>    <b>51B</b> _____</p> <p><b>52</b> Total Taxable Compensation Income (Sum of Items 39 to 51B) <u>131,749.78</u></p>
<b>19</b> Gross Compensation Income from Present Employer (Sum of Items 38 and 52)	164,736.93																								
<b>20</b> Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	32,987.15																								
<b>21</b> Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	131,749.78																								
<b>22</b> Add: Taxable Compensation Income from Previous Employer, if applicable	0.00																								
<b>23</b> Gross Taxable Compensation Income (Sum of Items 21 and 22)	131,749.78																								
<b>24</b> Tax Due	0.00																								
<b>25</b> Amount of Taxes Withheld																									
<b>25A</b> Present Employer	0.00																								
<b>25B</b> Previous Employer, if applicable	0.00																								
<b>26</b> Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00																								
<b>27</b> 5% Tax Credit (PERA Act of 2008)	0.00																								
<b>28</b> Total Taxes Withheld (Sum of Items 26 and 27)	0.00																								

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.

<p><b>53</b> <u>Ching, Emiliano Sanchez</u> <i>[Signature]</i> Present Employer/Authorized Agent Signature over Printed Name</p> <p><b>CONFORME:</b></p> <p><b>54</b> <u>Gutib, Christi Nicca Bustamante</u> Employee Signature over Printed Name</p> <p>CTC/Valid ID No. of Employee _____ Place of Issue _____</p>	<p>Date Signed <u>1 2 3 1 2 0 2 5</u></p> <p>Date Signed _____</p> <p>Date Issued _____</p> <p style="text-align: right;">Amount paid, if CTC _____</p>
--	---

**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. 1604-C which has been filed with the Bureau of Internal Revenue.</p> <p><b>55</b> <u>Ching, Emiliano Sanchez</u> <i>[Signature]</i> 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), 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 BIR Form No. 1700 has been filed pursuant to the provisions of Revenue Regulations (RR) No. 3-2002, as amended.</p> <p><b>56</b> <u>Gutib, Christi Nicca Bustamante</u> <i>[Signature]</i> Employee Signature over Printed Name</p>
--	--

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