

For BIR BCS/
Use Only Item:



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No. 2316 January 2018 (ENCS)	Certificate of Compensation Payment/Tax Withheld For Compensation Payment With or Without Tax Withheld	 2316 01/18ENCS
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Fill in all applicable spaces. Mark all appropriate boxes with an "X".

1 For the Year (YYYY) 2021	2 For the Period From (MM/DD) 01/01 To (MM/DD) 03/01
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Part I - Employee Information	Part IV-B Details of Compensation Income & Tax Withheld from Present Employer
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3 TIN 475-188-993-000	A. NON-TAXABLE/EXEMPT COMPENSATION INCOME Amount	
4 Employee's Name (Last Name, First Name, Middle Name) APAS, MAE KAREN RONDINA	27 Basic Salary (including the except P250,000 & below or the Statutory Minimum Wage of the MWE)	7,955.27
6 Registered Address PUROK ACACIA, BRGY. ESTACA COMPOSTELA CEBU	28 Holiday Pay (MWE)	0.00
6B Local Home Address PUROK ACACIA, BRGY. ESTACA COMPOSTELA CEBU	29 Overtime Pay (MWE)	0.00
7 Date of Birth (MM/DD/YYYY) 03/06/1995	30 Night Shift Differential (MWE)	0.00
8 Contact Number 	31 Hazard Pay (MWE)	0.00
9 Statutory Minimum Wage rate per day 0.00	32 13th Month Pay and Other Benefits (maximum of P90,000)	0.00
10 Statutory Minimum Wage rate per month 0.00	33 De Minimis Benefits	0.00
11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax	34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	0.00
12 TIN 452920934000	35 Salaries and Other Forms of Compensation	5,747.20
13 Employer's Name GO VIRTUAL ASSISTANTS, INC.	36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	13,702.47
14 Registered Address 9TH FLOOR I1 BUILDING, JOSE MARIA DEL MAR ST., IT PA	B. TAXABLE COMPENSATION INCOME REGULAR	
15 Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer	37 Basic Salary	0.00
16 TIN 	38 Representation	0.00
17 Employer's Name 	39 Transportation	0.00
18 Registered Address 	40 Cost of Living Allowance (COLA)	0.00
19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50) 13,702.47	41 Fixed Housing Allowance	0.00
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36) 13,702.47	42 Others (specify)	0.00
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50) 0.00	42A 	0.00
22 Add: Taxable Compensation Income from Previous Employer, if applicable 0.00	42B 	0.00
23 Gross Taxable Compensation Income (Sum of Items 21 and 22) 0.00	SUPPLEMENTARY	
24 Tax Due 0.00	43 Commission	0.00
25 Amount of Taxes Withheld	44 Profit Sharing	0.00
25A Present Employer 0.00	45 Fees Including Director's Fees	0.00
25B Previous Employer, if applicable 0.00	46 Taxable 13th Month Benefits	0.00
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) 0.00	47 Hazard Pay	0.00
27 Basic Salary (including the except P250,000 & below or the Statutory Minimum Wage of the MWE) 7,955.27	48 Overtime Pay	0.00
28 Holiday Pay (MWE) 0.00	49 Others (specify)	0.00
29 Overtime Pay (MWE) 0.00	49A 	0.00
30 Night Shift Differential (MWE) 0.00	49B 	0.00
31 Hazard Pay (MWE) 0.00	50 Total Taxable Compensation Income (Sum of Items 37 to 49B)	0.00

Part II - Employer Information (Present)	
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12 TIN 452920934000	
13 Employer's Name GO VIRTUAL ASSISTANTS, INC.	
14 Registered Address 9TH FLOOR I1 BUILDING, JOSE MARIA DEL MAR ST., IT PA	14A ZIP Code 6000
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 IV A - Summary	
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19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50) 13,702.47	
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36) 13,702.47	
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50) 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, if applicable 0.00	
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) 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.

51 Geraldine Sagun Present Employer/Authorized Agent Signature over Printed Name	Date Signed 03 19 2021
52 MAE KAREN APAS Employee Signature over Printed Name	Date Signed
CTC/Valid ID No. of Employee Place of Issue 	Date Signed Date Signed

To be accomplished under substituted filing	
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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.	I declare, under the penalties of perjury that I am qualified under substituted filing of Income Tax Return (BIR Form No. 1700), since I receive 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.
53 Geraldine Sagun Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)	54 MAE KAREN APAS Employee Signature over Printed Name

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