



BIR Form No.

2316

January 2018 (ENCS)

**Certificate of Compensation
Payment/Tax Withheld**

For Compensation Payment With or Without Tax Withheld



2316 01/18ENCS

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

<p>1 For the Year (YYYY) <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="2"/> <input type="text" value="1"/></p> <p>Part I - Employee Information</p> <p>3 TIN <input type="text" value="3"/> <input type="text" value="5"/> <input type="text" value="2"/> <input type="text" value="-"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="5"/> <input type="text" value="-"/> <input type="text" value="9"/> <input type="text" value="5"/> <input type="text" value="2"/> <input type="text" value="-"/></p> <p>4 Employee's Name (Last Name, First Name, Middle Name) <input type="text" value="CANTALEJO, STEPHEN DENN LAGUIDAO"/> 5 RDO Code <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="3"/></p> <p>6 Registered Address <input type="text"/> 6A ZIP Code <input type="text"/></p> <p>6B Local Home Address <input type="text"/> 6C ZIP Code <input type="text"/></p> <p>6D Foreign Address <input type="text"/></p> <p>7 Date of Birth (MM/DD/YYYY) <input type="text" value="0"/> <input type="text" value="5"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="1"/> <input type="text" value="9"/> <input type="text" value="9"/> <input type="text" value="6"/> 8 Contact Number <input type="text"/></p> <p>9 Statutory Minimum Wage rate per day <input type="text" value="340.00"/></p> <p>10 Statutory Minimum Wage rate per month <input type="text"/></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 <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="-"/> <input type="text" value="6"/> <input type="text" value="3"/> <input type="text" value="9"/> <input type="text" value="-"/> <input type="text" value="7"/> <input type="text" value="4"/> <input type="text" value="4"/> <input type="text" value="-"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/></p> <p>13 Employer's Name <input type="text" value="TELEPHILIPPINES, INC"/></p> <p>14 Registered Address <input type="text" value="2ND FLOOR, EDSA CORNER UNITED STREET, GREENFIELD DISTRICT, Mandaluyong City"/> 14A ZIP Code <input type="text" value="6"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/></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 <input type="text"/></p> <p>17 Employer's Name <input type="text"/></p> <p>18 Registered Address <input type="text"/> 18A ZIP Code <input type="text"/></p> <p>Part IVA - Summary</p> <table style="width:100%;"> <tr> <td style="width:70%;">19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50)</td> <td style="width:30%; text-align: right;"><input type="text" value="27,066.68"/></td> </tr> <tr> <td>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)</td> <td style="text-align: right;"><input type="text" value="3,466.50"/></td> </tr> <tr> <td>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)</td> <td style="text-align: right;"><input type="text" value="23,600.18"/></td> </tr> <tr> <td>22 Add: Taxable Compensation Income from Previous Employer, if applicable</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>23 Gross Taxable Compensation Income (Sum of Items 21 and 22)</td> <td style="text-align: right;"><input type="text" value="23,600.18"/></td> </tr> <tr> <td>24 Tax Due</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>25 Amount of Taxes Withheld</td> <td style="text-align: right;"><input type="text"/></td> </tr> <tr> <td> 25A Present Employer</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td> 25B Previous Employer, if applicable</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> </table>	19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50)	<input type="text" value="27,066.68"/>	20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)	<input type="text" value="3,466.50"/>	21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)	<input type="text" value="23,600.18"/>	22 Add: Taxable Compensation Income from Previous Employer, if applicable	<input type="text" value="0.00"/>	23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	<input type="text" value="23,600.18"/>	24 Tax Due	<input type="text" value="0.00"/>	25 Amount of Taxes Withheld	<input type="text"/>	25A Present Employer	<input type="text" value="0.00"/>	25B Previous Employer, if applicable	<input type="text" value="0.00"/>	26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	<input type="text" value="0.00"/>	<p>2 For the Period From (MM/DD) <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="1"/> To (MM/DD) <input type="text" value="0"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="1"/></p> <p>Part IV-B Details of Compensation Income & Tax Withheld from Present Employer</p> <p>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</p> <table style="width:100%;"> <thead> <tr> <th style="width:80%;">Amount</th> <th style="width:20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>27 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>28 Holiday Pay (MWE)</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>29 Overtime Pay (MWE)</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>30 Night Shift Differential (MWE)</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>31 Hazard Pay (MWE)</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>32 13th Month Pay and Other Benefits (maximum of P90,000)</td> <td style="text-align: right;"><input type="text" value="1,423.81"/></td> </tr> <tr> <td>33 De Minimis Benefits</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td> <td style="text-align: right;"><input type="text" value="1,425.25"/></td> </tr> <tr> <td>35 Salaries and Other Forms of Compensation</td> <td style="text-align: right;"><input type="text" value="617.44"/></td> </tr> <tr> <td>36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)</td> <td style="text-align: right;"><input type="text" value="3,466.50"/></td> </tr> </tbody> </table> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <table style="width:100%;"> <tbody> <tr> <td style="width:80%;">37 Basic Salary</td> <td style="width:20%; text-align: right;"><input type="text" value="19,010.63"/></td> </tr> <tr> <td>38 Representation</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>39 Transportation</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>40 Cost of Living Allowance (COLA)</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>41 Fixed Housing Allowance</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>42 Others (specify)</td> <td style="text-align: right;"><input type="text"/></td> </tr> <tr> <td> 42A</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td> 42B</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> </tbody> </table> <p>SUPPLEMENTARY</p> <table style="width:100%;"> <tbody> <tr> <td style="width:80%;">43 Commission</td> <td style="width:20%; text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>44 Profit Sharing</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>45 Fees Including Director's Fees</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>46 Taxable 13th Month Benefits</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>47 Hazard Pay</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>48 Overtime Pay</td> <td style="text-align: right;"><input type="text" value="4,589.55"/></td> </tr> <tr> <td>49 Others (specify)</td> <td style="text-align: right;"><input type="text"/></td> </tr> <tr> <td> 49A</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td> 49B</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>50 Total Taxable Compensation Income (Sum of Items 37 to 49B)</td> <td style="text-align: right;"><input type="text" value="23,600.18"/></td> </tr> </tbody> </table>	Amount	Amount	27 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	<input type="text" value="0.00"/>	28 Holiday Pay (MWE)	<input type="text" value="0.00"/>	29 Overtime Pay (MWE)	<input type="text" value="0.00"/>	30 Night Shift Differential (MWE)	<input type="text" value="0.00"/>	31 Hazard Pay (MWE)	<input type="text" value="0.00"/>	32 13th Month Pay and Other Benefits (maximum of P90,000)	<input type="text" value="1,423.81"/>	33 De Minimis Benefits	<input type="text" value="0.00"/>	34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	<input type="text" value="1,425.25"/>	35 Salaries and Other Forms of Compensation	<input type="text" value="617.44"/>	36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	<input type="text" value="3,466.50"/>	37 Basic Salary	<input type="text" value="19,010.63"/>	38 Representation	<input type="text" value="0.00"/>	39 Transportation	<input type="text" value="0.00"/>	40 Cost of Living Allowance (COLA)	<input type="text" value="0.00"/>	41 Fixed Housing Allowance	<input type="text" value="0.00"/>	42 Others (specify)	<input type="text"/>	42A	<input type="text" value="0.00"/>	42B	<input type="text" value="0.00"/>	43 Commission	<input type="text" value="0.00"/>	44 Profit Sharing	<input type="text" value="0.00"/>	45 Fees Including Director's Fees	<input type="text" value="0.00"/>	46 Taxable 13th Month Benefits	<input type="text" value="0.00"/>	47 Hazard Pay	<input type="text" value="0.00"/>	48 Overtime Pay	<input type="text" value="4,589.55"/>	49 Others (specify)	<input type="text"/>	49A	<input type="text" value="0.00"/>	49B	<input type="text" value="0.00"/>	50 Total Taxable Compensation Income (Sum of Items 37 to 49B)	<input type="text" value="23,600.18"/>
19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50)	<input type="text" value="27,066.68"/>																																																																														
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)	<input type="text" value="3,466.50"/>																																																																														
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)	<input type="text" value="23,600.18"/>																																																																														
22 Add: Taxable Compensation Income from Previous Employer, if applicable	<input type="text" value="0.00"/>																																																																														
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	<input type="text" value="23,600.18"/>																																																																														
24 Tax Due	<input type="text" value="0.00"/>																																																																														
25 Amount of Taxes Withheld	<input type="text"/>																																																																														
25A Present Employer	<input type="text" value="0.00"/>																																																																														
25B Previous Employer, if applicable	<input type="text" value="0.00"/>																																																																														
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	<input type="text" value="0.00"/>																																																																														
Amount	Amount																																																																														
27 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	<input type="text" value="0.00"/>																																																																														
28 Holiday Pay (MWE)	<input type="text" value="0.00"/>																																																																														
29 Overtime Pay (MWE)	<input type="text" value="0.00"/>																																																																														
30 Night Shift Differential (MWE)	<input type="text" value="0.00"/>																																																																														
31 Hazard Pay (MWE)	<input type="text" value="0.00"/>																																																																														
32 13th Month Pay and Other Benefits (maximum of P90,000)	<input type="text" value="1,423.81"/>																																																																														
33 De Minimis Benefits	<input type="text" value="0.00"/>																																																																														
34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	<input type="text" value="1,425.25"/>																																																																														
35 Salaries and Other Forms of Compensation	<input type="text" value="617.44"/>																																																																														
36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	<input type="text" value="3,466.50"/>																																																																														
37 Basic Salary	<input type="text" value="19,010.63"/>																																																																														
38 Representation	<input type="text" value="0.00"/>																																																																														
39 Transportation	<input type="text" value="0.00"/>																																																																														
40 Cost of Living Allowance (COLA)	<input type="text" value="0.00"/>																																																																														
41 Fixed Housing Allowance	<input type="text" value="0.00"/>																																																																														
42 Others (specify)	<input type="text"/>																																																																														
42A	<input type="text" value="0.00"/>																																																																														
42B	<input type="text" value="0.00"/>																																																																														
43 Commission	<input type="text" value="0.00"/>																																																																														
44 Profit Sharing	<input type="text" value="0.00"/>																																																																														
45 Fees Including Director's Fees	<input type="text" value="0.00"/>																																																																														
46 Taxable 13th Month Benefits	<input type="text" value="0.00"/>																																																																														
47 Hazard Pay	<input type="text" value="0.00"/>																																																																														
48 Overtime Pay	<input type="text" value="4,589.55"/>																																																																														
49 Others (specify)	<input type="text"/>																																																																														
49A	<input type="text" value="0.00"/>																																																																														
49B	<input type="text" value="0.00"/>																																																																														
50 Total Taxable Compensation Income (Sum of Items 37 to 49B)	<input type="text" value="23,600.18"/>																																																																														

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 <input type="checkbox"/> <u>WATERINE M. DRAGON</u> Present Employer/Authorized Agent Signature over Printed Name	<input type="checkbox"/> Date Signed <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="3"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="2"/> <input type="text" value="2"/>
CONFORME: 52 <u>STEPHEN DENN LAGUIDAO CANTALEJO</u> Employee Signature over Printed Name	<input type="checkbox"/> Date Signed <input type="text"/>
CTC/Valid ID No. of Employee <input type="text"/> Place of Issue <input type="text"/>	<input type="checkbox"/> Date Signed <input type="text"/> Amount paid, if CTC <input type="text"/>

53 <input type="checkbox"/> _____ Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)	54 _____ Employee Signature over Printed Name
--	---

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