



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".

1 For the Year (YYYY) 2 0 2 2 2 For the Period From (MM/DD) 0 1 0 1 To (MM/DD) 0 2 0 4

**Part I - Employee Information** **Part IV-B Details of Compensation Income & Tax Withheld from Present Employer**

3 TIN 4 8 1 - 0 4 2 - 1 0 3 -

4 Employee's Name (Last Name, First Name, Middle Name) Alvarez, Jenely Ongos 5 RDO Code     

6 Registered Address      6A ZIP Code     

6B Local Home Address SitioKabarangSapangdako 6C ZIP Code 6 0 0 0

6D Foreign Address Cebu City

7 Date of Birth (MM/DD/YYYY) 0 4 0 2 1 9 9 5 8 Contact Number 9 6 6 4 9 0 2 0 5 4

9 Statutory Minimum Wage rate per day     

10 Statutory Minimum Wage rate per month     

11  Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax

**Part II - Employer Information (Present)**

12 TIN 4 0 2 - 0 5 1 - 1 2 9 - 0 0 0

13 Employer's Name TeleTech Offshore Investments BV  
d/b/a TeleTech Customer Care Mgt Phils. Branch

14 Registered Address FiveEcom 10F Harbor Dr 14A ZIP Code 6 0 0 0  
MOA Pasav City Metro Manila 1300

15 Type of Employer  Main Employer  Secondary Employer

**Part III - Employer Information (Previous)**

16 TIN     

17 Employer's Name     

18 Registered Address      18A ZIP Code     

**Part IVA - Summary**

19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50)	27,402.62	27 Basic Salary	15,145.95
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)	7,001.40	28 Representation	
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)	20,401.22	29 Transportation	700.71
22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00	30 Cost of Living Allowance (COLA)	0.00
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	20,401.22	31 Fixed Housing Allowance	
24 Tax Due	0.00	32 Others (specify)	
25 Amount of Taxes Withheld	0.00	33 42A	
25A Present Employer	0.00	34 42B	
25B Previous Employer, if applicable	0.00	<b>SUPPLEMENTARY</b>	
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00	35 Commission	
		36 Profit Sharing	
		37 Fees Including Director's Fees	
		38 Taxable 13th Month Benefits	0.00
		39 Hazard Pay	
		40 Overtime Pay	1,751.72
		41 Others (specify)	
		42 49A	2,802.84
		43 49B	
		44 Total Taxable Compensation Income (Sum of Items 37 to 49B)	20,401.22

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 Cagaoan, Anna Liza B. [Signature] Date Signed     

Present Employer/Authorized Agent Signature over Printed Name

CONFORME:

52 Alvarez, Jenely Ongos Date Signed     

Employee Signature over Printed Name

CTC/Valid ID No.      Place of Issue      Date Signed      Amount paid, if CTC     

**To be accomplished under substituted filing**

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.

53 Cagaoan, Anna Liza B. [Signature]

Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)

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.

54 Alvarez, Jenely Ongos

Employee Signature over Printed Name

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