

1 For the Year (YYYY) 2023		2 For the Period From (MM/DD) 01 01 To (MM/DD) 12 31	
Part I - Employee Information		Part IV-B Details of Compensation Income and Tax Withheld from Present Employer	
3 TIN 903 498 142 0000	4 Employee's Name (Last Name, First Name, Middle Name) LIGAN, GLENDO DAPIN	5 RDO Code 041	A. NON-TAXABLE/EXEMPT COMPENSATION INCOME
6 Registered Address OLD SAN ISIDRO, BUHANGIN, DAV AO CITY	6A Zip Code 1 1 1 1	6B Local Home Address 6C Zip Code 1 1 1 1	27 Basic Salary (including the exempt P250,000 & 1 of the Statutory Minimum Wage of the MWE) 0.00
6D Foreign Address 6E Zip Code 1 1 1 1	7 Date of Birth (MM/DD/YYYY) 07 16 1972	8 Telephone Number	28 Holiday Pay (MWE) 0.00
9 Statutory Minimum Wage rate per day 0.00	10 Statutory Minimum Wage rate per month 0.00	11 <input checked="" type="checkbox"/> Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax	29 Overtime Pay (MWE) 0.00
Part II - Employer Information (Present)		30 Night Shift Differential (MWE) 0.00	
12 Taxpayer 002 332 000 0000	13 Employer's Name COPYLANDIA OFFICE SYSTEMS CORP.	14 Registered Address 718 BUMATAY MANDALUYONG	31 Hazard Pay (MWE) 0.00
15 Type of Employer Main Employer Secondary Employer	14A Zip Code 1501	32 13th Month Pay and Other Benefits (maximum of P90,000) 22,499.10	
Part III - Employer Information (Previous)		33 De Minimis Benefits 30,334.31	
16 TIN	17 Employer's Name	18 Registered Address	18A Zip Code
Part IV-A - Summary		B. TAXABLE COMPENSATION INCOME REGULAR	
19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50) 409,319.38	20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36) 71,583.41	21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50) 337,735.97	34 SSS, GSIS, PHIC & Pag-ibig Contributions and Union Dues (Employee share only) 18,750.00
22 Add: Taxable Compensation Income from Previous Employer, if applicable 0.00	23 Gross Taxable Compensation Income (Sum of Items 21 and 22) 337,735.97	24 Tax Due 13,160.40	35 Salaries & Other Forms of Compensation 0.00
25 Amount of Taxes Withheld	25A Present Employer 13,145.28	25B Previous Employer 0.00	36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35) 71,583.41
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) 13,145.28	Part IV-B Details of Compensation Income and Tax Withheld from Present Employer		37 Basic Salary 281,573.52
I/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, 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.		38 Representation	
51 <u>ARVIN A. SISON</u> Present Employer/ Authorized Agent Signature Over Printed Name		39 Transportation	
52 <u>GLENDO DAPIN LIGAN</u> Employee Signature Over Printed Name		40 Cost of Living Allowance (COLA)	
CTC/Valid ID No. of Employee <u>01516206</u>	Place of Issue <u>DAVAO</u>	41 Fixed Housing Allowance	
To be accomplished under substituted filing		42 Others (Specify)	
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.		42A 56,162.45	
53 <u>ARVIN A. SISON</u> Present Employer/ Authorized Agent Signature Over Printed Name (Head of Accounting/ Human Resource or Authorized Representative)		42B	
I declare, under the penalties of perjury that I am qualified under substituted filing of Income Tax Returns (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.		SUPPLEMENTARY	
54 <u>GLENDO DAPIN LIGAN</u> Employee Signature Over Printed Name		43 Commission	
		44 Profit Sharing	
		45 Fees Including Director's Fees	
		46 Taxable 13th Month Pay Benefits 0.00	
		47 Hazard Pay	
		48 Overtime Pay	
		49 Others (Specify)	
		49A	
		49B	
		50 Total Taxable Compensation Income (Sum of Items 37 and 49B) 337,735.97	
		Amount Paid, if CTC 185.00	

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