



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".

1 For the Year (YYYY) 2 0 2 3	2 For the Period From (MM/DD) 0 1 0 1 To (MM/DD) 1 2 3 1
<b>Part I - Employee Information</b>	
3 TIN 2 1 3 - 9 3 7 - 6 0 1 -	<b>Part IV-B Details of Compensation Income &amp; Tax Withheld from Present Employer</b>
4 Employee's Name (Last Name, First Name, Middle Name) FRANCO, FRANCIS FRADES	5 RDO Code
6 Registered Address	6A ZIP Code
6B Local Home Address	6C ZIP Code
6D Foreign Address	
7 Date of Birth (MM/DD/YYYY) 0 8 2 6 1 9 8 2	8 Contact Number 6 3 9 2 8 3 0 0 0 0 0
9 Statutory Minimum Wage rate per day	
10 Statutory Minimum Wage rate per month	
11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax	
<b>Part II - Employer Information (Present)</b>	
12 TIN 0 0 6 - 6 5 8 - 5 6 0 - 0 0 0 0 0 0	
13 Employer's Name CGI Philippines Inc.	
14 Registered Address 2F One World Square Bldg. McKinley Hill, Taguig City	14A ZIP Code 1 6 3 4
15 Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer	
<b>Part III - Employer Information (Previous)</b>	
16 TIN	
17 Employer's Name	
18 Registered Address	18A ZIP Code
<b>Part IVA - Summary</b>	
19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52) 2,252,959.49	
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) 190,450.99	
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) 2,062,508.50	
22 Add: Taxable Compensation Income from Previous Employer, if applicable 0.00	
23 Gross Taxable Compensation Income (Sum of Items 21 and 22) 2,062,508.50	
24 Tax Due 421,252.55	
25 Amount of Taxes Withheld 421,252.55	
25A Present Employer	
25B Previous Employer, if applicable 0.00	
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) 421,252.55	
27 5% Tax Credit (PERA Act of 2008) 0.00	
28 Total Taxes Withheld (Sum of Items 26 and 27) 421,252.55	
<b>B. TAXABLE COMPENSATION INCOME REGULAR</b>	
29 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the MWE 0.00	
30 Holiday Pay (MWE) 0.00	
31 Overtime Pay (MWE) 0.00	
32 Night Shift Differential (MWE) 0.00	
33 Hazard Pay (MWE) 0.00	
34 13th Month Pay and Other Benefits (maximum of P90,000) 90,000.00	
35 De Minimis Benefits 63,850.99	
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) 36,600.00	
37 Salaries and Other Forms of Compensation 0.00	
38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37) 190,450.99	
39 Basic Salary 1,564,282.56	
40 Representation 0.00	
41 Transportation 0.00	
42 Cost of Living Allowance (COLA) 0.00	
43 Fixed Housing Allowance 0.00	
44 Others (specify)	
44A 52,028.61	
44B 0.00	
<b>SUPPLEMENTARY</b>	
45 Commission 0.00	
46 Profit Sharing 0.00	
47 Fees Including Director's Fees 0.00	
48 Taxable 13th Month Benefits 164,870.02	
49 Hazard Pay 0.00	
50 Overtime Pay 181,910.64	
51 Others (specify)	
51A 89,250.00	
51B 10,166.67	
52 Total Taxable Compensation Income (Sum of Items 39 to 51B) 2,062,508.50	

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.

53 <u>Marianne Ruth Casiño</u> Present Employer/Authorized Agent Signature over Printed Name	Date Signed 0 1 3 0 2 0 2 4
CONFORME: 54 <u>FRANCO, FRANCIS FRADES</u> Employee Signature over Printed Name	Date Signed
CTC/Valid ID No. of Employee <u>PO925258C</u> Place of Issue <u>DFANCR SOUTH</u>	Date Issued 0 7 1 4 2 0 2 2
Amount paid, if CTC	
<b>To be accomplished under substituted filing</b>	
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 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.
55 <u>Marianne Ruth Casiño</u> Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)	56 <u>FRANCO, FRANCIS FRADES</u> Employee Signature over Printed Name