



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

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

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 235 007 700 0000		A. NON-TAXABLE/EXEMPT COMPENSATION INCOME	
4 Employee's Name (Last Name, First Name, Middle Name) PANTILAG, EVELYN AMISTAD 5 RDO Code 083		Amount	
6 Registered Address 6A Zip Code		27 Basic Salary (including the exempt P250,000 & 1/2 of the Statutory Minimum Wage of the MWE) 0.00	
6B Local Home Address 6C Zip Code		28 Holiday Pay (MWE) 0.00	
6D Foreign Address 6E Zip Code		29 Overtime Pay (MWE) 0.00	
7 Date of Birth (MM/DD/YYYY)		30 Night Shift Differential (MWE) 0.00	
8 Telephone 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) 68,898.00	
10 Statutory Minimum Wage rate per month 0.00		33 De Minimis Benefits 11,000.00	
11 ☒ Minimum Wage Earner 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) 43,094.60	
Part II - Employer Information (Present)		35 Salaries & Other Forms of Compensation 0.00	
12 Taxpayer 000 863 958 0941		36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35) 122,992.60	
13 Employer's Name DEPARTMENT OF EDUCATION CARCAR CITY DIVISION		B. TAXABLE COMPENSATION INCOME REGULAR	
14 Registered Address 14A Zip Code P. NELLAS ST., POB.3, CARCAR CITY CEBU 6019		37 Basic Salary 337,765.40	
15 Type of Employer ☐ Main Employer ☐ Secondary Employer		38 Representation	
Part III - Employer Information (Previous)		39 Transportation	
16 TIN		40 Cost of Living Allowance (COLA)	
17 Employer's Name		41 Fixed Housing Allowance	
18 Registered Address 18A Zip Code		42 Others (Specify) 42A 0.00 42B	
Part IVA - Summary		SUPPLEMENTARY	
19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50) 460,758.00		43 Commission	
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36) 122,992.60		44 Profit Sharing	
21 Taxable Compensation Income from Present Employer 337,765.40		45 Fees Including Director's Fees	
22 Compensation (Items 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50) 337,765.40		46 Taxable 13th Month Pay (Maximum of P90,000) 0.00	
23 Compensation (Items 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50) 337,765.40		47 Holiday Pay	
24 Tax Due 13,164.81		48 Overtime Pay	
25 Amount of Taxes Withheld		49 Others (Specify) 49A 0.00 49B	
25A Present Employer 13,164.81		50 Total Taxable Compensation Income (Sum of Items 37 and 49B) 337,765.40	
25B Previous Employer 0.00			
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) 13,164.81			
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, we give my/our consent to the processing of my/our information as contemplated under the "Data Privacy Act of 2012" (RA No. 10173) for legitimate and lawful purposes.			
51 EDGARDO L. BERNASOL		Date Signed 01 20 2024	
52 EVELYN AMISTAD PANTILAG		Date of Issue 01 20 2024	
Employee Signature Over Printed Name		Amount Paid, if CTC 384.59	
CTC/Valid ID No. 0980 3265 Place of Issue CARCAR CITY			
Employee of			
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.		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.	
53 EDGARDO L. BERNASOL Present Employer/ Authorized Agent/ Signature Over Printed Name (Head of Accounting/ Human Resource or Authorized Representative)		54 EVELYN AMISTAD PANTILAG Employee Signature Over Printed Name	

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