



BIR Form No.

2316

September 2021 (ENCS)

Certificate of Compensation Payment/Tax Withheld

For Compensation Payment With or Without Tax Withheld



2316 09/21 ENCS

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

<p>1 For the Year (YYYY) 2024</p> <p>Part I - Employee Information</p> <p>3 TIN 608-018-147-0000</p> <p>4 Employee's Name (Last Name, First Name, Middle Name) MATIENZO II, PIO MALACA 5 RDO Code 081</p> <p>6 Registered Address Brgy. Santa Maria Calauag Quezon 6A Zip Code</p> <p>6B Local Home Address Brgy. Santa Maria Calauag Quezon 6C Zip Code</p> <p>6D Foreign Address 6E Zip Code</p> <p>7 Date of Birth (MM/DD/YYYY) 08/14/1998 8 Telephone Number 09457113431</p> <p>9 Statutory Minimum Wage rate per day 0.00</p> <p>10 Statutory Minimum Wage rate per month 0.00</p> <p>11 <input type="checkbox"/> Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax</p> <p>Part II - Employer Information (Present)</p> <p>12 Taxpayer 445049769-0000</p> <p>13 Employer's Name PRINCESSISA INC.</p> <p>14 Registered Address 3RD AVENUE, SELGO BLDG. BRGY. CARRETA, N 14A Zip Code 6000</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</p> <p>17 Employer's Name</p> <p>18 Registered Address 18A Zip Code</p> <p>Part IVA - Summary</p> <p>19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52) 195,706.66</p> <p>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) 195,706.66</p> <p>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) .00</p> <p>22 Add: Taxable Compensation Income from Previous Employer, if applicable .00</p> <p>23 Gross Taxable Compensation Income (Sum of Items 21 and 22) .00</p> <p>24 Tax Due .00</p> <p>25 Amount of Taxes Withheld</p> <p>25A Present Employer .00</p> <p>25B Previous Employer .00</p> <p>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) .00</p> <p>27 5% Tax Credit (PERA Act of 2008) .00</p> <p>28 Total Taxes Withheld (sum of Items 26 and 27) .00</p>	<p>2 For the Period From (MM/DD) 01/01/2024 To (MM/DD) 12/31/2024</p> <p>Part IV-B Details of Compensation Income and Tax Withheld from Present Employer</p> <p>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:80%;">Amount</th> <th style="width:20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>29 Basic Salary (including the exempt P250,000 & of the Statutory Minimum Wage of the MWE)</td> <td style="text-align: right;">167,404.19</td> </tr> <tr> <td>30 Holiday Pay (MWE)</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>31 Overtime Pay (MWE)</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>32 Night Shift Differential (MWE)</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>33 Hazard Pay (MWE)</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>34 13th Month Pay and Other Benefits (maximum of P90,000)</td> <td style="text-align: right;">14,104.73</td> </tr> <tr> <td>35 De Minimis Benefits</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>36 SSS, GSIS, PHIC & Pag-ibig Contributions and Union Dues (Employee share only)</td> <td style="text-align: right;">14,197.74</td> </tr> <tr> <td>37 Salaries & Other Forms of Compensation</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)</td> <td style="text-align: right;">195,706.66</td> </tr> </tbody> </table> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td>39 Basic Salary</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>40 Representation</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>41 Transportation</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>42 Cost of Living Allowance (COLA)</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>43 Fixed Housing Allowance</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>44 Others (Specify)</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>44A</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>44B</td> <td style="text-align: right;">.00</td> </tr> </tbody> </table> <p>SUPPLEMENTARY</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td>45 Commission</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>46 Profit Sharing</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>47 Fees Including Director's Fees</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>48 Taxable 13th Month Pay Benefits</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>49 Hazard Pay</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>50 Overtime Pay</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>51 Others (Specify)</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>51A</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>51B</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>52 Total Taxable Compensation Income (Sum of Items 39 to 51B)</td> <td style="text-align: right;">.00</td> </tr> </tbody> </table>	Amount	Amount	29 Basic Salary (including the exempt P250,000 & of the Statutory Minimum Wage of the MWE)	167,404.19	30 Holiday Pay (MWE)	.00	31 Overtime Pay (MWE)	.00	32 Night Shift Differential (MWE)	.00	33 Hazard Pay (MWE)	.00	34 13th Month Pay and Other Benefits (maximum of P90,000)	14,104.73	35 De Minimis Benefits	.00	36 SSS, GSIS, PHIC & Pag-ibig Contributions and Union Dues (Employee share only)	14,197.74	37 Salaries & Other Forms of Compensation	.00	38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	195,706.66	39 Basic Salary	.00	40 Representation	.00	41 Transportation	.00	42 Cost of Living Allowance (COLA)	.00	43 Fixed Housing Allowance	.00	44 Others (Specify)	.00	44A	.00	44B	.00	45 Commission	.00	46 Profit Sharing	.00	47 Fees Including Director's Fees	.00	48 Taxable 13th Month Pay Benefits	.00	49 Hazard Pay	.00	50 Overtime Pay	.00	51 Others (Specify)	.00	51A	.00	51B	.00	52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	.00
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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.

<p>51 LOVELY ZEJAHNE M. SEVILLANO Present Employer/ Authorized Agent Signature Over Printed Name</p> <p>CONFORME:</p> <p>52 MATIENZO II, PIO MALACA Employee Signature Over Printed Name</p> <p>CTCA/valid ID No. 0444689388 Place of Issue</p>	<p>Date Signed 01/31/2025</p> <p>Date Signed 01/31/2025</p> <p>Date of Issue</p> <p>Amount Paid, if CTC 0</p>
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To be accomplished under substituted filing

<p>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.</p> <p>53 LOVELY ZEJAHNE M. SEVILLANO Present Employer/ Authorized Agent Signature Over Printed Name (Head of Accounting/ Human Resource or Authorized Representative)</p>	<p>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 equal to tax withheld); that the BIR Form No. 1604-C filed by my employer (tax due equal to tax withheld) 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 existing Revenue Regulations (RR) No. 3-2002, as amended.</p> <p>54 MATIENZO II, PIO MALACA Employee Signature Over Printed Name</p>
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*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)