Republic of the Philippines
Province of Camarines Sur
Municipality of Pili
BARANGAY SAN ANTONIO
_____ o0o _____

OFFICE OF THE PUNONG BARANGAY

CERTIFICATION

HON. DONNE MARCIAL R. CASTRO III
Punong Barangay

BARANGAY KAGAWAD

HON. MADEL P. CASTRO
HON. JOSE H. ARROYO JR.
HON. LEONILO S. PONTEROS
HON. SONI DS. BERIÑA
HON. HARRY C. CASTRO
HON. JASON B. DIVINO
HON. GERALDINE G. BATALLER
HON. AGUSTINE D. TUCAY
SK CHAIRMAN

PEÑAFRANCIA A. PAZ
Barangay Secretary

JOYETTE P. JUANEZA
Barangay Treasurer

To whom it may concern;

This is to certify that **SHEILA RUBIS VILLAR**, of legal age, with postal and residence address at Zone 1, San Antonio, Pili, Camarines Sur.

This is to certify that the above name person is **CURRENTLY UNEMPLOYED.**

This certification is being issue upon the request of aforementioned what purposes it may serve.

Given this **2nd** day of JULY**, 2025** at the Office of the Punong Barangay of San Antonio, Pili, Camarines Sur, Philippines

This certificate is valid only for **2 (TWO) MONTHS UPON ISSUANCE**.

HON. DONNE MARCIAL R. CASTRO III
Punong Barangay

Prepared by:

MS. PEÑAFRANCIA A. PAZ
Barangay Secretary

For BIR Use Only: BCS/ Item:

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

Annex "A"

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): 2025

2 For the Period From (MM/DD): 01 01 To (MM/DD): 09 15

Part I - Employee Information

3 TIN: 939-041-725-

4 Employee's Name (Last Name, First Name, Middle Name): VILLAR, SANDY SAN BUENAVENTURA

5 RDO Code:

6 Registered Address: ZONE 4 CADLAN

6A ZIP Code: NA

6B Local Home Address:

6C ZIP Code:

6D Foreign Address:

7 Date of Birth (MM/DD/YYYY): 03 19 1977

8 Contact Number:

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: 009-257-024-

13 Employer's Name: BMI Finance Corp.

14 Registered Address: RM 808 TOWER 2 CITYLAND 10 VALERO ST B

14A ZIP Code:

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 38 and 52)	267,168.18
20	Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	267,168.18
21	Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	0.00
22	Add: Taxable Compensation Income from Previous Employer, if applicable	0.00
23	Gross Taxable Compensation Income (Sum of Items 21 and 22)	0.00
24	Tax Due	0.00
25	Amount of Taxes Withheld	0.00
25A	Present Employer	
25B	Previous Employer, if applicable	0.00
26	Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00
27	5% Tax Credit (PERA Act of 2008)	0.00
28	Total Taxes Withheld (Item 26 less Item 27)	0.00

Part IV-B Details of Compensation Income & Tax Withheld from Present Employer

	A. NON-TAXABLE/EXEMPT COMPENSATION INCOME	Amount
29	Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the MWE	202,964.68
30	Holiday Pay (MWE)	
31	Overtime Pay (MWE)	
32	Night Shift Differential (MWE)	
33	Hazard Pay (MWE)	
34	13th Month Pay and Other Benefits (maximum of P90,000)	30,506.67
35	De Minimis Benefits	18,137.09
36	SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	15,559.74
37	Salaries and Other Forms of Compensation	
38	Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	267,168.18
	B. TAXABLE COMPENSATION INCOME REGULAR	
39	Basic Salary	
40	Representation	
41	Transportation	
42	Cost of Living Allowance (COLA)	
43	Fixed Housing Allowance	
44	Others (specify)	
44A		
44B		
	SUPPLEMENTARY	
45	Commission	
46	Profit Sharing	
47	Fees Including Director's Fees	
48	Taxable 13th Month Benefits	
49	Hazard Pay	
50	Overtime Pay	
51	Others (specify)	
51A		
51B		
52	Total Taxable Compensation Income (Sum of Items 39 to 51B)	

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 JOSEPH EDWIN C. CADIZ
Present Employer/Authorized Agent Signature over Printed Name — Date Signed

CONFORME:

54 SANDY S. VILLAR
Employee Signature over Printed Name — Date Signed

CTC/Valid ID No. of Employee — Place of Issue — Date Issued — 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.

55 JOSEPH EDWIN C. CADIZ
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.

56 SANDY S. VILLAR
Employee Signature over Printed Name

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