

Certificate of Compensation
Payment/Tax Withheld

2316 09/21 ENCS

BIR Form No. 2316 September 2021 (ENCS)		For Compensation Payment With or Without Tax Withheld	
1 For the Year (YYYY) 2025		2 For the Period From (MM/DD) 07 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 239 588 164 0000		A. NON-TAXABLE/EXEMPT COMPENSATION INCOME	
4 Employee's Name (Last Name, First Name, Middle Name) MURILLO, ALEJANDRO DE LA CRUZ		5 RDO Code	
6 Registered Address HLK 27 LT 2C PH-1 GRS PARCam / GTC		6A Zip Code	
6B Local Home Address 570 NITXIO COMPO CAM SNR		6C Zip Code	
6D Foreign Address		6E Zip Code	
7 Date of Birth (MM/DD/YYYY) 11 20 1976		8 Telephone Number	
9 Statutory Minimum Wage rate per day 0.00		29 Basic Salary (including the exempt P250,000 & bc or the Statutory Minimum Wage of the MWE) 0.00	
10 Statutory Minimum Wage rate per month 0.00		30 Holiday Pay (MWE) 0.00	
11 ☐ Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax		31 Overtime Pay (MWE) 0.00	
Part II - Employer Information (Present)		32 Night Shift Differential (MWE) 0.00	
12 Taxpayer 007 092 567 0000		33 Hazard Pay (MWE) 0.00	
13 Employer's Name		34 13th Month Pay and Other Benefits (maximum of P90,000) 6,000.00	
14 Registered Address		35 De Minimis Benefits 8,000.00	
15 Type of Employer ☐ Main Employer ☐ Secondary Employer		36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) 7,080.00	
Part III - Employer Information (Previous)		37 Salaries and Other Forms of Compensation 0.00	
16 TIN		38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37) 21,080.00	
17 Employer's Name		B. TAXABLE COMPENSATION INCOME REGULAR	
18 Registered Address		39 Basic Salary 58,920.00	
18A Zip Code		40 Representation	
19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52) 80,000.00		41 Transportation	
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) 21,080.00		42 Cost of Living Allowance (COLA)	
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) 58,920.00		43 Fixed Housing Allowance	
22 Add: Taxable Compensation Income from Previous Employer, if applicable 0.00		44 Others (Specify)	
23 Gross Taxable Compensation Income (Sum of Items 21 and 22) 58,920.00		44A 0.00	
24 Tax Due 0.00		44B	
25 Amount of Taxes Withheld		SUPPLEMENTARY	
25A Present Employer 0.00		45 Commission	
25B Previous Employer 0.00		46 Profit Sharing	
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) 0.00		47 Fees Including Director's Fees	
27 5% Tax Credit (PERA Act of 2008) 0.00		48 Taxable 13th Month Pay Benefits 0.00	
28 Total Taxes Withheld (sum of items 26 and 27) 0.00		49 Hazard Pay	
I 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 (RA No. 10173) for legitimate and lawful purposes.		50 Overtime Pay	
51 Present Employer/ Authorized Agent Signature Over Printed Name DOLORES S. DELA CRUZ		51 Others (Specify)	
Date Signed		51A	
CONFORME:		51B	
52 Employee Signature Over Printed Name ALEJANDRO DE LA CRUZ MURILLO		52 Total Taxable Compensation Income (Sum of Items 39 to 51B) 58,920.00	
Date Signed		Amount Paid, if CTC	
CIT Field No. 14260507249 Place of Issue		Date of Issue	
To be accomplished under substituted filing		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.	
53 Present Employer/ Authorized Agent Signature Over Printed Name (Head of Accounting/ Human Resource or Authorized Representative) DOLORES S. DELA CRUZ		54 Employee Signature Over Printed Name ALEJANDRO DE LA CRUZ MURILLO	