



BIR Form No.

2316

September 2021(ENCS)

**Certificate of Compensation
Payment/Tax Withheld**

For Compensation Payment With or Without Tax Withheld



2316 9/21 ENCS

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) 12/31	
Part I - Employee Information			
3 TIN 4771 - 5191 - 6401 - 100000		5 RDO Code 1151	
4 Employee's Name (Last Name, First Name, Middle Name) DINGCONG, EDWIN SAY-A		6A ZIP Code 8000	
6 Registered Address Igit, Digos Davao Del Sur		6B Local Home Address	
6D Foreign Address		6C ZIP Code	
7 Date of Birth (MM/DD/YYYY) 02/17/1986		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 0041 - 4891 - 8071 - 100000		13 Employer's Name DAVAO MANPOWER INC	
14 Registered Address 2F & 3F DC Invest Bldg. Crooked Road C. Bangay St. Brgy. 3-A Pob. Dist. Davao City		14A ZIP Code 8000	
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)		186,858.00	
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)		186,858.00	
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)		-	
22 Add: Taxable Compensation Income from Previous Employer, if applicable		-	
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)		-	
24 Tax Due		-	
25 Amount of Taxes Withheld		-	
25A Present Employer			
25B Previous Employer, if applicable			
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)			
27 5% Tax Credit (PERA Act of 2008)			
28 Total Taxes Withheld (Sum of Items 26 and 27)		-	
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		159,120.00	
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)		13,260.00	
35 De Minimis Benefits			
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)		14,478.00	
37 Salaries and Other Forms of Compensation			
38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)		186,858.00	
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 YOLANDA M. BUNSO Present Employer/Authorized Agent Signature over Printed Name		Date Signed	
CONFORME:		Date Signed	
54 EDWIN S. DINGCONG 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			
55 YOLANDA M. BUNSO Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)		56 EDWIN S. DINGCONG Employee Signature over Printed Name	

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