Father's Affidavit of Non-Filing of Income Tax Return

REPUBLIC OF THE PHILIPPINES>
PASIG CITY, METRO MANILA > S.S.

AFFIDAVIT OF NON-FILING OF INCOME TAX RETURN

I, **JONATHAN D. CRUZ**, Filipino, of legal age, with residence at 7-B ROTC ST., ROSARIO PASIG CITY, after being duly sworn in accordance with law, certify as follows:

1) That I am the father of **JULYANNA KAYE C. CRUZ**, an applicant for SCHOLARSHIP PROGRAM;

2) That I am currently unemployed;

3) That under the provision of the National Internal Revenue Code Specifically Sec. 24 (2A) as amended, we are exempted and not required to file Income Tax Return;

4) That I am executing this affidavit to attest the truth of all above facts for **SCHOLARSHIP REQUIREMENTS** and statements for all legal intents and purposes it may serve.

IN WITNESS WHEREOF, I hereunto set my hands this 6TH OF APRIL 2026 in the City of Pasig, Philippines

APR 07 2026

JONATHAN D. CRUZ
Affiant

APR 07 2026

SUBSCRIBED AND SWORN to before me on this 6TH OF MARCH 2026 in the City of Pasig, Philippines

ATTY. BERNABE TATAD VILLAPAZ
NOTARY PUBLIC-UNTIL DEC. 31, 2026
COMMISSION NO. 30
PASIG PATEROS
PTR NO. 3962759 - 1/5/26 Pasig City
IBP NO. 535181-12/1[illegible] Pasig City
ROLL NO. 2823[illegible]
MCLE Compliance No. [illegible]02886
Issued on April 21, 2025
Tel No. 6641-56-60
Email add: lawvilla7@gmail.com/
villapazlaw19@gmail.com
Rm. 6-1 2nd Flr. Marcelo Building
Caruncho Avenue, San Nicolas, Pasig City

Doc No. 492
Page No. 100
Book No. CXVII
Series of 2026

Mother's Income Tax Return

For BIR Use Only | BCS/ Item:

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No. **2316** September 2021 (ENCS)

Certificate of Compensation Payment/Tax Withheld

For Compensation Payment With or Without Tax Withheld

23169/21ENCS

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): 0615 To (MM/DD): 1231

Part I - Employee Information

3 TIN: 154-858-020-0000

4 Employee's Name (Last Name, First Name, Middle Name): CRUZ, GRACE CACAO

5 RDO Code: 126

6 Registered Address: Unit 7B, 122 ROTC St, Manggahan, Pasig City, 1611 National Capital Region (Manila)

6A ZIP Code:

6B Local Home Address:

6C ZIP Code:

6D Foreign Address:

7 Date of Birth (MM/DD/YYYY): 08191973

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: 205-366-921-0000

13 Employer's Name: CONCENTRIX CVG PHILIPPINES, INC.

14 Registered Address: GF, 14TH TO 25TH FLOORS AYALA NORTH EXCHANGE TOWER 2 SAN LORENZO 1223 CITY OF MAKATI NCR, FOURTH DISTRICT PHILIPPINES

14A ZIP Code:

15 Type of Employer: [X] Main Employer [ ] Secondary Employer

Part III - Employer Information (Previous)

16 TIN:

17 Employer's Name:

18 Registered Address:

18A ZIP Code:

Part IV-A - Summary

19	Gross Compensation Income from Present Employer (Sum of Items 38 and 52)	193,349.19
20	Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	66,608.69
21	Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	126,740.50
22	Add: Taxable Compensation Income from Previous Employer, if applicable	106,579.85
23	Gross Taxable Compensation Income (Sum of Items 21 and 22)	233,320.35
24	Tax Due	0.00
25	Amount of Taxes Withheld	0.00
25A	Present Employer	0.00
25B	Previous Employer, if applicable	
26	Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00
27	5% Tax Credit (PERA Act of 2008)	
28	Total Taxes Withheld (Sum of Items 26 and 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	
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)	33,473.74
35	De Minimis Benefits	20,589.51
36	SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	12,545.44
37	Salaries and Other Forms of Compensation	0.00
38	Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	66,608.69
	B. TAXABLE COMPENSATION INCOME REGULAR	
39	Basic Salary	126,740.50
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	0.00
49	Hazard Pay	
50	Overtime Pay	
51	Others (specify)	
51A	OTHER TAXABLE INCOME	0.00
51B		
52	Total Taxable Compensation Income (Sum of Items 39 to 51B)	126,740.50

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 EDENREY RAMOS
Present Employer/Authorized Agent Signature over Printed Name — Date Signed

CONFORME:

54 CRUZ, GRACE CACAO
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 EDENREY RAMOS
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 CRUZ, GRACE CACAO
Employee Signature over Printed Name

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