

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



2316 09/21 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		Part IV-B Details of Compensation Income and Tax Withheld from Present Employer	
3 TIN 118 305 607 0000		A. NON-TAXABLE/EXEMPT COMPENSATION INCOME	
4 Employee's Name (Last Name, First Name, Middle Name) MALASIG, RAUL VEA		5 RDO Code 032	
6 Registered Address		6A Zip Code	
6B Local Home Address		6C Zip Code	
6D Foreign Address		6E Zip Code	
7 Date of Birth (MM/DD/YYYY)		8 Telephone Number	
9 Statutory Minimum Wage rate per day 0.00		29 Basic Salary (including the exempt P250,000 & below, or the Statutory Minimum Wage of the MWE) 111,461.47	
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 000 082 217 0000		33 Hazard Pay (MWE) 0.00	
13 Employer's Name GVM PRIVATE SECURITY AGENCY INC		34 13th Month Pay and Other Benefits (maximum of P90,000) 5,616.25	
14 Registered Address PSVIA CENTRE BUILDING 1937 ESPANA BLVD CRAIG STREET SAMPALOC MANILA		35 De Minimis Benefits 0.00	
15 Type of Employer ☐ Main Employer ☐ Secondary Employer		36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) 10,176.90	
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) 127,254.62	
17 Employer's Name		B. TAXABLE COMPENSATION INCOME REGULAR	
18 Registered Address		39 Basic Salary 0.00	
19A Zip Code		40 Representation	
19B Zip Code		41 Transportation	
20 Type of Employer ☐ Main Employer ☐ Secondary Employer		42 Cost of Living Allowance (COLA)	
Part IV-A - Summary		43 Fixed Housing Allowance	
19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52) 127,254.62		44 Others (Specify)	
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) 127,254.62		44A 0.00	
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) 0.00		44B	
22 Add: Taxable Compensation Income from Previous Employer, if applicable 0.00		SUPPLEMENTARY	
23 Gross Taxable Compensation Income (Sum of Items 21 and 22) 0.00		45 Commission	
24 Tax Due 0.00		46 Profit Sharing	
25 Amount of Taxes Withheld		47 Fees Including Director's Fees	
25A Present Employer 0.00		48 Taxable 13th Month Pay Benefits 0.00	
25B Previous Employer 0.00		49 Hazard Pay	
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) 0.00		50 Overtime Pay	
27 5% Tax Credit (PERA Act of 2008) 0.00		51 Others (Specify)	
28 Total Taxes Withheld (sum of Items 26 and 27) 0.00		51A	
		51B	
		52 Total Taxable Compensation Income (Sum of Items 39 to 51B) 0.00	

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 this "Data Privacy Act of 2012 (RA 10173)" for legitimate and lawful purposes.

51 Present Employer/Authorized Agent Signature Over Printed Name ROBERTO E. ROQUE Date Signed		52 Employee Signature Over Printed Name RAUL VEA MALASIG Date Signed	
CTC/Valid ID No. of Employee		Place of Issue	
53 Present Employer/Authorized Agent Signature Over Printed Name (Head of Accounting/ Human Resources or Authorized Representative) ROBERTO E. ROQUE		54 Employee Signature Over Printed Name RAUL VEA MALASIG	

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