



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

3 TIN **305 250 257 0846**

4 Employee's Name (Last Name, First Name, Middle Name) **HUELBA, MARY ANN GUERRERO** 5 RDO Code **058**

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**

10 Statutory Minimum Wage rate per month **0.00**

11 ☐ Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax

Part II - Employer Information (Present)

12 Taxpayer **441 926 511 0846**

13 Employer's Name **DepEd Division of Batangas Province**

14 Registered Address **14A Zip Code**
Provincial Sports Complex, Bolbok, Batangas City 4200

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) **491,262.00**

20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) **124,797.48**

21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) **366,464.52**

22 Add: Taxable Compensation Income from Previous Employer, if applicable **0.00**

23 Gross Taxable Compensation Income (Sum of Items 21 and 22) **366,464.52**

24 Tax Due **17,469.68**

25 Amount of Taxes Withheld **25A Present Employer 17,469.68**

25B Previous Employer 0.00

26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) **17,469.68**

27 5% Tax Credit (PERA Act of 2008) **0.00**

28 Total Taxes Withheld (sum of items 26 and 27) **17,469.68**

Part IV-B Details of Compensation Income and 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)	0.00
30 Holiday Pay (MWE)	0.00
31 Overtime Pay (MWE)	0.00
32 Night Shift Differential (MWE)	0.00
33 Hazard Pay (MWE)	0.00
34 13th Month Pay and Other Benefits (maximum of P90,000)	74,466.00
35 De Minimis Benefits	0.00
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	50,331.48
37 Salaries and Other Forms of Compensation	0.00
38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	124,797.48

B. TAXABLE COMPENSATION INCOME REGULAR

39 Basic Salary	366,464.52
40 Representation	
41 Transportation	
42 Cost of Living Allowance (COLA)	
43 Fixed Housing Allowance	
44 Others (Specify)	
44A	0.00
44B	

SUPPLEMENTARY

45 Commission	
46 Profit Sharing	
47 Fees Including Director's Fees	
48 Taxable 13th Month Pay Benefits	0.00
49 Hazard Pay	
50 Overtime Pay	
51 Others (Specify)	
51A	
51B	
52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	366,464.52

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 the "Data Privacy Act" (RA No. 10173) for legitimate and lawful purposes.

51 **EDUARDA U. ALON**
Present Employer/ Authorized Agent Signature Over Printed Name

Date Signed **01 30 2026**

CONFORME:

52 **MARY ANN GUERRERO HUELBA**
Employee Signature Over Printed Name

Date Signed

CTC/Valid ID No. **24535248** Place of Issue **LEMERY, BATANGAS**

Date of Issue **01 26 2026**

Amount Paid, if CTC

₱ 418.00

To be accomplished under substituted filing

I declare, under the penalties of perjury, that the information herein stated are reported under BIR Form No. 1604C which has been filed with the Bureau of Internal Revenue.

53 **EDUARDA U. ALON**
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 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. 7-2002, as amended.

54 **MARY ANN GUERRERO HUELBA**
Employee Signature Over Printed Name



Bringing In Revenues
for Nation-building

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Revenue Region 9A - CaBaMiRo
Revenue District Office No. 58 - West Batangas



CERTIFICATION

This is to certify that based on our records, **JEFFREY CABRAL HUELBA**, resident of Barangay Arumahan, Lemery, Batangas, is exempt from filing of Income Tax Returns for the year 2025 for the reason/s covered by applicable provisions of the National Internal Revenue Code of 1997 as indicated below:

- ☐ Section 51 (A) (2) (a) of RA 8424 – Gross Income does not exceed his total personal and additional exemptions for dependents.
- ☐ Section 51 (A) (2) (b) of RA 8424 – Tax due on income derived from sources within the Philippines has been correctly withheld.
- ☐ RA 7432 – Senior Citizens Act
- ☒ Individual is not engaged in business.
- ☒ Individual has no taxable income to declare.
- ☐ Individual is working and deriving income solely from abroad as an “Overseas Filipino Worker.”

Issued this 17th day of June, 2026 in Batangas City, Batangas, Philippines upon the request of **JEFFREY CABRAL HUELBA** as a requirement for school admission/ scholarship/ educational assistance of Janna Guerrero Huelba.

FOR THE COMMISSIONER OF INTERNAL REVENUE

ATTY. AGAKHAN M. GURO
Revenue District Officer

by:

ATTY. CHARMINE A. ZAFRA
Assistant Revenue District Officer



Control No.058-CNF-2026-06-168
Certification Fee of P100.00
*waived under RMC 127-2024

Note: Subject to further verification into the records or database of the BIR. If later found out the information contained in the Affidavit is contrary to the records of this Office, then this certification is considered null and void, ab initio.