



BIR Form No.
2316
September 2021(ENCS)

**Certificate of Compensation
Payment/Tax Withheld**
For Compensation Payment With or Without Tax Withheld



Fill in all applicable spaces. Mark all appropriate boxes with an "X".

1 For the Year (YYYY) 2 0 2 4

2 For the Period From (MM/DD) 0 1 0 1 To (MM/DD) 0 4 2 6

Part I - Employee Information

Part IV-B Details of Compensation Income & Tax Withheld from Present Employer

3 TIN 2 5 4 - 8 3 1 - 3 0 7 -

A. NON-TAXABLE/EXEMPT COMPENSATION INCOME Amount

4 Employee's Name (Last Name, First Name, Middle Name) PERKINS GINA VALDERRAMA

29 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the MWE

6 Registered Address B17 L35 BEIGE ST., CAMELLA NORTH SPRINGVILLE, MOLINO 3, BACOR, CAVITE

30 Holiday Pay (MWE)

6B Local Home Address

31 Overtime Pay (MWE)

6D Foreign Address

32 Night Shift Differential (MWE)

7 Date of Birth (MM/DD/YYYY) 1 0 0 8 1 9 7 1

33 Hazard Pay (MWE)

9 Statutory Minimum Wage rate per day

34 13th Month Pay and Other Benefits (maximum of P90,000) 1,218.63

10 Statutory Minimum Wage rate per month

35 De Minimis Benefits 2,071.84

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

36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) 1,922.49

Part II - Employer Information (Present)

37 Salaries and Other Forms of Compensation 9,011.49

12 TIN 0 0 8 - 2 9 5 - 1 5 8 - 0 0 0

38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37) 14,224.45

13 Employer's Name Outsourced Quality Assured Services Inc

B. TAXABLE COMPENSATION INCOME REGULAR

14 Registered Address 18F Citibank Square Bldg. Eastwood Cyberpark,

39 Basic Salary 10,629.21

15 Type of Employer ☐ Main Employer ☐ Secondary Employer

40 Representation

Part III - Employer Information (Previous)

41 Transportation

16 TIN

42 Cost of Living Allowance (COLA)

17 Employer's Name

43 Fixed Housing Allowance

18 Registered Address

44 Others (specify)

Part IVA - Summary

44A

19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52) 32,983.32

44B

20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) 14,224.45

SUPPLEMENTARY

21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) 18,758.87

45 Commission

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

46 Profit Sharing

23 Gross Taxable Compensation Income (Sum of Items 21 and 22) 18,758.87

47 Fees Including Director's Fees

24 Tax Due 0.00

48 Taxable 13th Month Benefits

25 Amount of Taxes Withheld 0.00

49 Hazard Pay

25A Present Employer

50 Overtime Pay 627.59

25B Previous Employer, if applicable

51 Others (specify)

26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) 0.00

51A Monetized Leave 7,502.07

27 5% Tax Credit (PERA Act of 2008)

51B

28 Total Taxes Withheld (Sum of Items 26 and 27) 0.00

52 Total Taxable Compensation Income (Sum of Items 39 to 51B) 18,758.87

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" (RA No. 10173) for legitimate and lawful purposes.

53 DIANA M. MENDOZA Present Employer/Authorized Agent Signature over Printed Name

Date Signed

CONFORME: 54 GINA PERKINS Employee Signature over Printed Name

Date Signed

CTC/Valid ID No. 254831307 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.

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.

55 Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)

56 GINA PERKINS Employee Signature over Printed Name

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