



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No.

2316

January 2018 (ENCS)

Certificate of Compensation Payment/Tax Withheld

For Compensation Payment With or Without Tax Withheld



2316 01/18ENCS

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

1 For the Year (YYYY) **2021** 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	485	229	058	0000
4 Employee's Name (Last Name, First Name, Middle Name)	5 RDO Code			
TAN, GIDEON NIEL D	089			
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 <input type="checkbox"/> Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax				

Part II - Employer Information (Present)				
12 Taxpayer	001	394	498	0000
13 Employer's Name	14 Registered Address			
VISAYAS STATE UNIVERSITY	PANGASUGAN BAYBAY LEYTE			
15 Type of Employer	14A Zip Code			
<input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer	6521			
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 36 and 50)	418,148.00			
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)	111,532.80			
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)	306,615.20			
22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00			
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	306,615.20			
24 Tax Due	11,323.04			
25 Amount of Taxes Withheld				
25A Present Employer	11,323.04			
25B Previous Employer	0.00			
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	11,323.04			

B. TAXABLE COMPENSATION INCOME REGULAR				
37 Basic Salary	279,615.20			
38 Representation				
39 Transportation				
40 Cost of Living Allowance (COLA)				
41 Fixed Housing Allowance				
42 Others (Specify)				
42A	27,000.00			
42B				
SUPPLEMENTARY				
43 Commission				
44 Profit Sharing				
45 Fees Including Director's Fees				
46 Taxable 13th Month Pay Benefits	0.00			
47 Hazard Pay				
48 Overtime Pay				
49 Others (Specify)				
49A				
49B				
50 Total Taxable Compensation Income (Sum of Items 37 and 49B)	306,615.20			

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 the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.

51	NICK FREDDY R. BELLO		Date Signed	
Present Employer/ Authorized Agent Signature Over Printed Name				
CONFORME:				
52	GIDEON NIEL D TAN		Date Signed	01/01/2022
Employee Signature Over Printed Name				
CTC/Valid ID No. of Employee	13081288	Place of Issue	City of Baybay	Amount Paid, if CTC
				423

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.		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. 3-2002, as amended.	
53	NICK FREDDY R. BELLO	54	GIDEON NIEL D TAN
Present Employer/ Authorized Agent Signature Over Printed Name (Head of Accounting/ Human Resource or Authorized Representative)		Employee Signature Over Printed Name	