



VISAYAS
STATE UNIVERSITY

OFFICE OF THE VICE
PRESIDENT FOR
**ADMINISTRATION
AND FINANCE**

January 30, 2025

OVPAF MEMO CIRCULAR NO. 02
Series of 2025

T O : VSU Main Regular/Casual/Contractual Faculty and Staff (including PCC)

R E : BIR Form 2316 - Certificate of Compensation Payment/Tax Withheld

This is to inform all concerned employees that your BIR Form 2316 or the Certificate of Compensation Payment/ Tax Withheld for the year **2024** is now available at the Accounting Office. Per BIR guidelines, each employee who received a salary, honorarium, or any other form of remuneration from the employer during 2024, must have a BIR Form 2316 prepared, filled out, and issued by the employer to be submitted to the BIR by the employer on behalf of the employees.

With this, please get your BIR Form 2316 for the year 2024 at the Accounting Office (c/o **Ms. Elizabeth D. Pasa**).

A representative or authorized personnel is allowed to get the BIR Form No. 2316 provided that the owners have given their consent (Refer to the attached sample authorization letter).

Please fill out the necessary fields in the BIR Form 2316 and kindly return the accomplished file on or before **February 14, 2025** to the Accounting Office since the forms will be collated and submitted to BIR.

Below is a quick guide on filling out BIR Form 2316:

For BIR BCS/ Use Only Item:		Republic of the Philippines Department of Finance Bureau of Internal Revenue		Barcode	
BIR Form No. 2316		Certificate of Compensation Payment/Tax Withheld			
September 2021(ENCS)		For Compensation Payment With or Without Tax Withheld		2316 9/21ENCS	
Fill in all applicable spaces. Mark all appropriate boxes with an "X".					
1 For the Year (YYYY)		2 For the Period From (MM/DD) To (MM/DD)			
Part I - Employee Information					
3 TIN		5 RDO Code			
4 Employee's Name (Last Name, First Name, Middle Name)		6A ZIP Code			
6 Registered Address		6C ZIP Code			
6B Local Home Address		6D Foreign Address			
7 Date of Birth (MM/DD/YYYY)		8 Contact Number			
9 Statutory Minimum Wage rate per day		10 Statutory Minimum Wage rate per month			
11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax					
Part IV - 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)					
35 De Minimis Benefits					
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)					
37 Salaries and Other Forms of Compensation					
38 Total Non-Taxable/Exempt Compensation					

- Items 3, 4, 6, 6A, 7, and 8 are required fields to fill out. Items 6B, 6C, and 6D should be filled out if applicable.
- Items 9 to 11 are applicable only if the employee is a minimum wage earner.

<small>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.</small>			
51	Present Employer/ Authorized Agent Signature Over Printed Name	Date Signed	
CONFORME:			
52	Employee Signature Over Printed Name	Date Signed	
CTC/Valid ID No. of Employee	Place of Issue	Date of Issue	Amount Paid, if CTC
To be accomplished under substituted filing			
<small>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.</small>		<small>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.</small>	
53	Present Employer/ Authorized Agent Signature Over Printed Name (Head of Accounting/ Human Resource or Authorized Representative)	54	Employee Signature Over Printed Name

- Item 52 should be signed by the employee (ORIGINAL signature per page). **Please note that submission of copies of BIR Form No. 2316 without the signature of the concerned employee shall no longer be allowed, more particularly for those employees who are qualified for substituted filing (refer to Revenue Memorandum Circular No. 29-2024 for more details).**

Additionally, kindly indicate the details of your Community Tax Certificate (CTC) such as place of issue, date signed, and the amount paid. You can get your CTC at the Local Government Unit c/o Treasurer's Office. Any valid Government-Issued Identification Card is also acceptable if CTC is not available.

- Item 54 should be signed for employees who are qualified under substituted filing of Income Tax Return (BIR Form 1700). This is applicable to an employee who received purely compensation income from one employer without another source of income (e.g., business income). This means that the BIR Form 2316 will be filed in lieu of BIR Form 1700.

For any concerns, please contact Ms. Elizabeth D. Pasa from the Accounting Office.

For your information and strict compliance.

MOISES NEIL V. SERIÑO
Vice President for Administration and Finance



VISAYAS
STATE UNIVERSITY

*DEPARTMENT/OFFICE NAME
WITH LOGO*

[Date]

NICK FREDDY R. BELLO

Head, Accounting Office
Visayas State University
Baybay City, Leyte

Thru: **ELIZABETH D. PASA**
Remittance In-Charge
Accounting Office

Dear Sir:

The following employees as listed below hereby authorize Mr./Ms. _____ to act on their behalf to get the BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) from your office.

No.	Name (Last Name, First Name, Middle Initial)	Signature
1		
2		
3		
4		
5		
	(add more rows as necessary)	

Please acknowledge receipt hereof.

Very truly yours,

Name of Office/Department Head (with Signature)
(Department/Office)

*DEPARTMENT/ OFFICE NAME AND
DETAILS*



Page 1 of 1
FM-VSU-03
V04 01-23-2025
No.