



BIR Form No. 2316

Certificate of Compensation Payment/Tax Withheld



September 2021 (FNCS)

For Compensation Payment With or Without Tax Withheld

2316 09/21 FNCS

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: 620 790 568 0000
4 Employee's Name: DELA ROSA, DONNABEL BAON
5 RDO Code: 050
6 Registered Address
6B Local Home Address
6D Foreign Address
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 IV-B Details of Compensation Income and Tax Withheld from Present Employer
A. NON-TAXABLE/EXEMPT COMPENSATION INCOME
29 Basic Salary (including the exempt P250,000 & bc 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): 19,591.97
35 De Minimis Benefits: 29,824.56
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only): 22,351.25
37 Salaries and Other Forms of Compensation: 250,000.00
38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37): 321,767.78

Part II - Employer Information (Present)
12 Taxpayer: 004 661 920 0000
13 Employer's Name: KOLIN MARKETING INC
14 Registered Address: 1854 STA. RITA ST. GUADALUPE NUEVO MAKATI
14A Zip Code: 1212
15 Type of Employer: Main Employer

B. TAXABLE COMPENSATION INCOME REGULAR
39 Basic Salary: 0.00
40 Representation
41 Transportation
42 Cost of Living Allowance (COLA)
43 Fixed Housing Allowance

Part III - Employer Information (Previous)
16 TIN
17 Employer's Name
18 Registered Address
18A Zip Code

44 Others (Specify)
44A
44B

Part IVA - Summary
19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52): 321,767.78
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38): 321,767.78
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52): 0.00
22 Add: Taxable Compensation Income from Previous Employer, if applicable: 0.00
23 Gross Taxable Compensation Income (Sum of Items 21 and 22): 0.00
24 Tax Due: 0.00
25 Amount of Taxes Withheld
25A Present Employer: 0.00
25B Previous Employer: 0.00
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B): 0.00
27 5% Tax Credit (PERA Act of 2008)
28 Total Taxes Withheld (sum of items 26 and 27)

SUPPLEMENTARY
45 Commission
46 Profit Sharing
47 Fees including Director's Fee
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): 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 the Data Privacy Act of 2012 (RA No. 10173) for legitimate and lawful purposes.

51 MR. OLIVER M. FILOTEO Present Employer/ Authorized Agent Signature Over Printed Name
CONFORME:
52 DONNABEL BAON DELA ROSA Employee Signature Over Printed Name
CTC/Valid ID No. of Employee
Place of Issue

Date Signed
Date Signed
Date of Issue
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. 1604C which has been filed with the Bureau of Internal Revenue.
53 MR. OLIVER M. FILOTEO 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. 3-2002, as amended.
54 DONNABEL BAON DELA ROSA Employee Signature Over Printed Name