

For BIR BCS/
Use Only Item:



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No.

2316

September 2021(ENCS)

Certificate of Compensation Payment/Tax Withheld

For Compensation Payment With or Without Tax Withheld



2316 09/21ENCS

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) **01 01** To (MM/DD) **12 31**

Part I - Employee Information

3 TIN **289 - 648 - 033 - 000**

4 Employee's Name (Last Name, First Name, Middle Name) **DUMANJOG, JEZREEL BOTONA** S RDO Code **040**

6 Registered Address **[Address]** 6A ZIP Code **[ZIP]**

6B Local Home Address **[Address]** 6C ZIP Code **[ZIP]**

6D Foreign Address **[Address]**

7 Date of Birth (MM/DD/YYYY) **03 22 1988** 8 Contact Number **[Phone]**

9 Statutory Minimum Wage rate per day **[Amount]**

10 Statutory Minimum Wage rate per month **[Amount]**

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

Part II - Employer Information (Present)

12 TIN **0 0 0 - 0 8 8 - 0 7 9 - 0 0 0 0 0**

13 Employer's Name **PHILIPPINE NATIONAL POLICE**

14 Registered Address **NHQ PNP CAMP BGEN. RAFAEL T. CRAME QUEZON CITY** 14A ZIP Code **[ZIP]**

15 Type of Employer Main Employer Secondary Employer

Part III - Employer Information (Previous)

16 TIN **[TIN]**

17 Employer's Name **[Name]**

18 Registered Address **[Address]** 18A ZIP Code **[ZIP]**

Part IV A - Summary

19 Gross Compensation Income from Present Employer (Sum of items 38 and 52) **717,064.00**

20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From item 38) **328,455.25**

21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From item 52) **388,608.75**

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

23 Gross Taxable Compensation Income (Sum of items 21 and 22) **388,608.75**

24 Tax Due **23,094.30**

25 Amount of Taxes Withheld
25A Present Employer **23,094.30**

25B Previous Employer, if applicable **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) **0.00**

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

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

A. NON-TAXABLE/EXEMPT COMPENSATION INCOME Amount

29 Basic Salary (including the exempt P250.00 & below) or the Statutory Minimum Wage of the MWE **0.00**

30 Holiday Pay (MWE) **[Amount]**

31 Overtime Pay (MWE) **[Amount]**

32 Night Shift Differential (MWE) **[Amount]**

33 Hazard Pay (MWE) **[Amount]**

34 13th Month Pay and Other Benefits (maximum of P90,000) **90,000.00**

35 De Minimis Benefits **17,560.00**

36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) **12,323.25**

37 Salaries and Other Forms of Compensation **208,572.00**

38 Total Non-Taxable/Exempt Compensation Income (Sum of items 29 to 37) **328,455.25**

B. TAXABLE COMPENSATION INCOME REGULAR

39 Basic Salary **388,608.75**

40 Representation **[Amount]**

41 Transportation **[Amount]**

42 Cost of Living Allowance (COLA) **[Amount]**

43 Fixed Housing Allowance **[Amount]**

44 Others (specify) **[Amount]**

44A **[Amount]**

44B **[Amount]**

SUPPLEMENTARY

45 Commission **[Amount]**

46 Profit Sharing **[Amount]**

47 Fees Including Director's Fees **[Amount]**

48 Taxable 13th Month Benefits **14,195.70**

49 Hazard Pay **[Amount]**

50 Overtime Pay **[Amount]**

51 Others (specify) **[Amount]**

51A **[Amount]**

51B **[Amount]**

52 Total Taxable Compensation Income (Sum of items 39 to 51B) **402,804.45**

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 of 2012 (R.A. No. 10173) for legitimate and lawful purposes.

53
PBGEN ROSS C ALVARADO
DIRECTOR, PNP FINANCE SERVICE
Present Employer/Authorized Agent Signature over Printed Name

Date Signed **[Signature]**

CONFORME:
54 PMSg JEZREEL BOTONA DUMANJOG
Employee Signature over Printed Name

Date Signed **[Signature]**

CTC/Valid ID No. **[ID No.]** Place of Issue **[Place]**

Date Issued **[Signature]**

Amount paid, if CTC **[Amount]**

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.

55
PBGEN ROSS C ALVARADO
DIRECTOR, PNP FINANCE SERVICE
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 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 Regulation (RR) No. 3-2002, as amended.

56 PMSg JEZREEL BOTONA DUMANJOG

Employee Signature over Printed Name