



<b>BIR Form No.</b> <div style="font-size: 2em; font-weight: bold;">2316</div> <div style="font-size: 0.8em;">January 2018 (ENCS)</div>		<div style="font-size: 1.5em; font-weight: bold;">Certificate of Compensation Payment/Tax Withheld</div> <div style="font-size: 0.8em;">For Compensation Payment With or Without Tax Withheld</div>			<div style="font-size: 0.7em;">2316 01/18ENCS</div>																					
Fill in all applicable spaces. Mark all appropriate boxes with an "X"																										
1 For the Year (YYYY) <div style="border: 1px solid black; padding: 2px; display: inline-block;">2021</div>		2 For the Period From (MM/DD) <div style="border: 1px solid black; padding: 2px; display: inline-block;">07 12</div> To (MM/DD) <div style="border: 1px solid black; padding: 2px; display: inline-block;">12 31</div>																								
<b>Part I - Employee Information</b>		<b>Part IV-B Details of Compensation Income and Tax Withheld from Present Employer</b>																								
3 TIN <div style="border: 1px solid black; padding: 2px; display: inline-block;">398 099 316 0000</div>		<b>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</b>																								
4 Employee's Name (Last Name, First Name, Middle Name) <div style="border: 1px solid black; padding: 2px;">COQUIA, JOSHUA MARI PADUA</div>		<table style="width:100%;"><thead><tr><th></th><th style="text-align: right;">Amount</th></tr></thead><tbody><tr><td>27 Basic Salary (including the exempt P250,000 &amp; of the Statutory Minimum Wage of the MWE)</td><td style="text-align: right;">0.00</td></tr><tr><td>28 Holiday Pay (MWE)</td><td style="text-align: right;">0.00</td></tr><tr><td>29 Overtime Pay (MWE)</td><td style="text-align: right;">0.00</td></tr><tr><td>30 Night Shift Differential (MWE)</td><td style="text-align: right;">0.00</td></tr><tr><td>31 Hazard Pay (MWE)</td><td style="text-align: right;">0.00</td></tr><tr><td>32 13th Month Pay and Other Benefits (maximum of P90,000)</td><td style="text-align: right;">15,775.00</td></tr><tr><td>33 De Minimis Benefits</td><td style="text-align: right;">11,996.77</td></tr><tr><td>34 SSS, GSIS, PHIC &amp; Pag-ibig Contributions and Union Dues (Employee share only)</td><td style="text-align: right;">6,521.90</td></tr><tr><td>35 Salaries &amp; Other Forms of Compensation</td><td style="text-align: right;">24,150.00</td></tr><tr><td>36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)</td><td style="text-align: right;">58,443.67</td></tr></tbody></table>				Amount	27 Basic Salary (including the exempt P250,000 & of the Statutory Minimum Wage of the MWE)	0.00	28 Holiday Pay (MWE)	0.00	29 Overtime Pay (MWE)	0.00	30 Night Shift Differential (MWE)	0.00	31 Hazard Pay (MWE)	0.00	32 13th Month Pay and Other Benefits (maximum of P90,000)	15,775.00	33 De Minimis Benefits	11,996.77	34 SSS, GSIS, PHIC & Pag-ibig Contributions and Union Dues (Employee share only)	6,521.90	35 Salaries & Other Forms of Compensation	24,150.00	36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	58,443.67
	Amount																									
27 Basic Salary (including the exempt P250,000 & of the Statutory Minimum Wage of the MWE)	0.00																									
28 Holiday Pay (MWE)	0.00																									
29 Overtime Pay (MWE)	0.00																									
30 Night Shift Differential (MWE)	0.00																									
31 Hazard Pay (MWE)	0.00																									
32 13th Month Pay and Other Benefits (maximum of P90,000)	15,775.00																									
33 De Minimis Benefits	11,996.77																									
34 SSS, GSIS, PHIC & Pag-ibig Contributions and Union Dues (Employee share only)	6,521.90																									
35 Salaries & Other Forms of Compensation	24,150.00																									
36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	58,443.67																									
6 Registered Address <div style="border: 1px solid black; padding: 2px;"> </div>		<b>B. TAXABLE COMPENSATION INCOME REGULAR</b>																								
6B Local Home Address <div style="border: 1px solid black; padding: 2px;"> </div>		<table style="width:100%;"><tbody><tr><td>37 Basic Salary</td><td style="text-align: right;">86,478.37</td></tr><tr><td>38 Representation</td><td> </td></tr><tr><td>39 Transportation</td><td> </td></tr><tr><td>40 Cost of Living Allowance (COLA)</td><td> </td></tr><tr><td>41 Fixed Housing Allowance</td><td> </td></tr><tr><td>42 Others (Specify)</td><td> </td></tr><tr><td>42A</td><td style="text-align: right;">0.00</td></tr><tr><td>42B</td><td> </td></tr></tbody></table>			37 Basic Salary	86,478.37	38 Representation		39 Transportation		40 Cost of Living Allowance (COLA)		41 Fixed Housing Allowance		42 Others (Specify)		42A	0.00	42B							
37 Basic Salary	86,478.37																									
38 Representation																										
39 Transportation																										
40 Cost of Living Allowance (COLA)																										
41 Fixed Housing Allowance																										
42 Others (Specify)																										
42A	0.00																									
42B																										
6D Foreign Address <div style="border: 1px solid black; padding: 2px;"> </div>		<b>SUPPLEMENTARY</b>																								
7 Date of Birth (MM/DD/YYYY) <div style="border: 1px solid black; padding: 2px;"> </div>		<table style="width:100%;"><tbody><tr><td>43 Commission</td><td> </td></tr><tr><td>44 Profit Sharing</td><td> </td></tr><tr><td>45 Fees Including Director's Fees</td><td> </td></tr><tr><td>46 Taxable 13th Month Pay Benefits</td><td style="text-align: right;">0.00</td></tr><tr><td>47 Hazard Pay</td><td> </td></tr><tr><td>48 Overtime Pay</td><td> </td></tr><tr><td>49 Others (Specify)</td><td> </td></tr><tr><td>49A</td><td> </td></tr><tr><td>49B</td><td> </td></tr><tr><td>50 Total Taxable Compensation Income (Sum of Items 37 and 49B)</td><td style="text-align: right;">86,478.37</td></tr></tbody></table>			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)	86,478.37		
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)	86,478.37																									
8 Telephone Number <div style="border: 1px solid black; padding: 2px;"> </div>		<b>Part II - Employer Information (Present)</b>																								
9 Statutory Minimum Wage rate per day <div style="border: 1px solid black; padding: 2px;">0.00</div>		<table style="width:100%;"><tbody><tr><td>12 Taxpayer</td><td style="border: 1px solid black; padding: 2px;">000 163 806 0000</td></tr><tr><td>13 Employer's Name</td><td> </td></tr><tr><td>14 Registered Address</td><td> </td></tr><tr><td>14A Zip Code</td><td> </td></tr><tr><td>15 Type of Employer</td><td><input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</td></tr></tbody></table>			12 Taxpayer	000 163 806 0000	13 Employer's Name		14 Registered Address		14A Zip Code		15 Type of Employer	<input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer												
12 Taxpayer	000 163 806 0000																									
13 Employer's Name																										
14 Registered Address																										
14A Zip Code																										
15 Type of Employer	<input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer																									
10 Statutory Minimum Wage rate per month <div style="border: 1px solid black; padding: 2px;">0.00</div>		<b>Part III - Employer Information (Previous)</b>																								
11 <input checked="" type="checkbox"/> Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax		<table style="width:100%;"><tbody><tr><td>16 TIN</td><td> </td></tr><tr><td>17 Employer's Name</td><td> </td></tr><tr><td>18 Registered Address</td><td> </td></tr><tr><td>18A Zip Code</td><td> </td></tr></tbody></table>			16 TIN		17 Employer's Name		18 Registered Address		18A Zip Code															
16 TIN																										
17 Employer's Name																										
18 Registered Address																										
18A Zip Code																										
<b>Part IV-A - Summary</b>		<b>Part IV-C - Declaration</b>																								
19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50) <div style="border: 1px solid black; padding: 2px;">144,922.04</div>		<div style="font-size: 0.7em;">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.</div>																								
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36) <div style="border: 1px solid black; padding: 2px;">58,443.67</div>		<div style="font-size: 0.7em;">51 <div style="border: 1px solid black; padding: 2px; display: inline-block;">YUKIHIRO TAKENAKA</div> Present Employer/ Authorized Agent Signature Over Printed Name</div>																								
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50) <div style="border: 1px solid black; padding: 2px;">86,478.37</div>		<div style="font-size: 0.7em;">Date Signed <div style="border: 1px solid black; padding: 2px;"> </div></div>																								
22 Add: Taxable Compensation Income from Previous Employer, if applicable <div style="border: 1px solid black; padding: 2px;">0.00</div>		<div style="font-size: 0.7em;">CONFORME: <div style="border: 1px solid black; padding: 2px; display: inline-block;">JOSHUA MARI PADUA COQUIA</div></div>																								
23 Gross Taxable Compensation Income (Sum of Items 21 and 22) <div style="border: 1px solid black; padding: 2px;">86,478.37</div>		<div style="font-size: 0.7em;">52 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Employee Signature Over Printed Name</div></div>																								
24 Tax Due <div style="border: 1px solid black; padding: 2px;">0.00</div>		<div style="font-size: 0.7em;">Date Signed <div style="border: 1px solid black; padding: 2px;"> </div></div>																								
25 Amount of Taxes Withheld		<div style="font-size: 0.7em;">Date of Issue <div style="border: 1px solid black; padding: 2px;"> </div></div>																								
25A Present Employer <div style="border: 1px solid black; padding: 2px;">0.00</div>		<div style="font-size: 0.7em;">Amount Paid, if CTC <div style="border: 1px solid black; padding: 2px;"> </div></div>																								
25B Previous Employer <div style="border: 1px solid black; padding: 2px;">0.00</div>		<b>To be accomplished under substituted filing</b>																								
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) <div style="border: 1px solid black; padding: 2px;">0.00</div>		<div style="font-size: 0.7em;">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.</div>																								
53 <div style="border: 1px solid black; padding: 2px; display: inline-block;">YUKIHIRO TAKENAKA</div> Present Employer/ Authorized Agent Signature Over Printed Name (Head of Accounting/ Human Resource or Authorized Representative)		<div style="font-size: 0.7em;">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.</div>																								
54 <div style="border: 1px solid black; padding: 2px; display: inline-block;">JOSHUA MARI PADUA COQUIA</div> Employee Signature Over Printed Name																										

\*NOTE: The BIR Data Privacy is in the BIR website ([www.bir.gov.ph](http://www.bir.gov.ph))