

INSTRUCTIONS: Please fill out the form legibly in block letters using a ballpoint pen. Check if appropriate boxes. Please do not leave any items unanswered. Indicate "NA" if not applicable. You may use extra sheet if needed. Submit Accomplished form to the Public Employment Service Office (PESO) Manager or Officer in your city/municipality.

I. ESTABLISHMENT DETAILS

Business Name: e

Trade Name: e

Acronym/Abbreviation: e

- Main Office
 Branch

Tax Identifier Number:

Employer Type

- | | |
|--|--|
| <input type="checkbox"/> Public | <input type="checkbox"/> Private |
| <input type="checkbox"/> National Government Agency | <input type="checkbox"/> Direct Hire |
| <input type="checkbox"/> Local Government Unit | <input type="checkbox"/> Local Recruitment Agency |
| <input type="checkbox"/> Government-Owned and Controlled Corporation | <input type="checkbox"/> Overseas Recruitment Agency |
| <input type="checkbox"/> State/Local University or College | <input type="checkbox"/> D.O. 174 |

Total Work Force: Micro (1-9) Small (10-99) Medium (100-999) Large (200 and up)

Line of Business/Industry (check BIR 2303):

Street/Village:

Barangay:

Municipal/City:

Province:

II. ESTABLISHMENT CONTACT DETAILS

Name of Owner/President (Full Name):

Contact Person (Full Name):

Position:

Telephone Number:

Mobile Number:

Fax Number:

Email Address:





Republic of the Philippines
MUNICIPALITY OF CAINTA
Province of Rizal

ONE
CAINTA

OFFICE OF THE MAYOR
BUSINESS PERMIT AND LICENSING OFFICE

BUSINESS PERMIT

PERMIT NO: 2021 5413

Pursuant to the provisions of the 2001 Revised Revenue Code of Cainta, Rizal, and Local Government Code of 1991, PERMIT is hereby GRANTED to:

FRANCIA TRAVEL & TOURS

BUSINESS NAME

TRAVEL AGENCY

Nature of Business

JOHN PHILLIP DE GUZMAN FRANCIA,

Owner's Name

Address:

79 VILLAGE EAST AVE., VILLAGE EAST EXECUTIVE HOMES CAINTA, RIZAL

New
 Renewal

Signed and sealed this 31 day of March at Cainta, Rizal.

CONDITIONS FOR THE VALIDITY OF THIS PERMIT

- This permit must be displayed at all times in a conspicuous place in the business establishment.
- This permit shall be subject to all existing pertinent laws and ordinances, rules and regulations governing the business or trade activity.
- This permit is not valid if not counter signed by the BPLO Chief or there is an alteration in it or if taxes, fees, charges are not paid pursuant to the existing Municipal Tax Ordinance.
- In case of retirement from business, trade or occupation, the permit owner/holder shall notify the Office of the Municipal Treasurer not later than the date of retirement and shall surrender this permit and business plate issued.
- Any violation of the terms and conditions for which this permit was granted or when public interest will so require shall be enough ground to REVOKE the said permit and CLOSURE of the business establishment.
- This permit is Non-Transferable.

APPROVED BY:

Official Receipt No. : 3140860
Date Issued : 03/01/2021
Amount : 11,053.00

HON. J. KEITH P. NIETO
Municipal Mayor



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".

<p>1 For the Year (YYYY) <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Part I - Employee Information</p> <p>3 TIN <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> <input type="text"/></p> <p>4 Employee's Name (Last Name, First Name, Middle Name) <input type="text"/> <input type="text"/></p> <p>5 RDO Code <input type="text"/> <input type="text"/></p> <p>6 Registered Address <input type="text"/> <input type="text"/></p> <p>6B Local Home Address <input type="text"/> <input type="text"/></p> <p>6D Foreign Address <input type="text"/> <input type="text"/></p> <p>7 Date of Birth (MM/DD/YYYY) <input type="text"/> <input type="text"/></p> <p>8 Contact Number <input type="text"/> <input type="text"/></p> <p>9 Statutory Minimum Wage rate per day <input type="text"/></p> <p>10 Statutory Minimum Wage rate per month <input type="text"/></p> <p>11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax</p>	<p>2 For the Period From (MM/DD) <input type="text"/> <input type="text"/> <input type="text"/> To (MM/DD) <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Part IV-B Details of Compensation Income & Tax Withheld from Present Employer</p> <p>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME Amount</p> <p>27 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the MWE <input type="text"/></p> <p>28 Holiday Pay (MWE) <input type="text"/></p> <p>29 Overtime Pay (MWE) <input type="text"/></p> <p>30 Night Shift Differential (MWE) <input type="text"/></p> <p>31 Hazard Pay (MWE) <input type="text"/></p> <p>32 13th Month Pay and Other Benefits (maximum of P90,000) <input type="text"/></p> <p>33 De Minimis Benefits <input type="text"/></p> <p>34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) <input type="text"/></p> <p>35 Salaries and Other Forms of Compensation <input type="text"/></p> <p>36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35) <input type="text"/></p> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <p>37 Basic Salary <input type="text"/></p> <p>38 Representation <input type="text"/></p> <p>39 Transportation <input type="text"/></p> <p>40 Cost of Living Allowance (COLA) <input type="text"/></p> <p>41 Fixed Housing Allowance <input type="text"/></p> <p>42 Others (specify)</p> <p>42A <input type="text"/> <input type="text"/></p> <p>42B <input type="text"/> <input type="text"/></p> <p>SUPPLEMENTARY</p> <p>43 Commission <input type="text"/></p> <p>44 Profit Sharing <input type="text"/></p> <p>45 Fees Including Director's Fees <input type="text"/></p> <p>46 Taxable 13th Month Benefits <input type="text"/></p> <p>47 Hazard Pay <input type="text"/></p> <p>48 Overtime Pay <input type="text"/></p> <p>49 Others (specify)</p> <p>49A <input type="text"/> <input type="text"/></p> <p>49B <input type="text"/> <input type="text"/></p>
<p>Part II - Employer Information (Present)</p> <p>12 TIN <input type="text"/> - <input type="text"/></p> <p>13 Employer's Name <input type="text"/> <input type="text"/></p> <p>14 Registered Address <input type="text"/> 14A ZIP Code <input type="text"/> <input type="text"/></p> <p>15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p>Part III - Employer Information (Previous)</p> <p>16 TIN <input type="text"/> - <input type="text"/></p> <p>17 Employer's Name <input type="text"/> <input type="text"/></p> <p>18 Registered Address <input type="text"/> 18A ZIP Code <input type="text"/> <input type="text"/></p> <p>Part IVA - Summary</p> <p>19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50) <input type="text"/></p> <p>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36) <input type="text"/></p> <p>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50) <input type="text"/></p> <p>22 Add: Taxable Compensation Income from Previous Employer, if applicable <input type="text"/></p> <p>23 Gross Taxable Compensation Income (Sum of Items 21 and 22) <input type="text"/></p> <p>24 Tax Due <input type="text"/></p> <p>25 Amount of Taxes Withheld 25A Present Employer <input type="text"/> 25B Previous Employer, if applicable <input type="text"/></p>	