



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS  
College, Laguna, Philippines 4031

*Office of the Vice-Chancellor for Administration*

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24 January 2020

**MEMORANDUM NO. 06**

Series of 2020

**T O: All Concerned UPLB Employees**

**SUBJECT: BIR Form 2316 with signature and valid ID Number**

In compliance with Section 12, BIR Revenue Regulation No. 11-2018 on **Employees Withholding Statements**, the Accounting Office will distribute the Certificate of Compensation Payment and Tax Withheld (BIR Form 2316) to all concerned UPLB employees. Upon receipt of the said form, please affix your signature in boxes 57 and 59. A valid government issued ID number should also be affixed below the signature in box 57.

Duly signed duplicate and triplicate copies of certificates should be returned to the Accounting Office on or before 30 January 2020 for consolidation and submission to BIR. The employee who will fail to submit the required certificate to the Accounting Office on time shall bear the penalties to be imposed by the BIR.

For concerns and inquiries, kindly coordinate with Ms Raquel Ebonia of the Accounting Office.

Please be guided accordingly.

A handwritten signature in black ink, appearing to read "Crisanto A. Dorado".

**CRISANTO A. DORADO**  
Vice Chancellor