



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

Office of the Vice-Chancellor for Administration

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10 February 2021

MEMORANDUM NO. 09

Series of 2021

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 52 and 54. A valid government issued ID number should also be affixed below the signature in box 52.

Duly signed duplicate and triplicate copies of certificates should be returned to the Accounting Office on or before 19 February 2021 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. Rowenalyn del Rosario of the Accounting Office.

Please be guided accordingly.

A handwritten signature in black ink, appearing to read "Rolando T. Bello".

ROLANDO T. BELLO
Vice Chancellor