



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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27 January 2023

MEMORANDUM NO. 07

Series of 2023

TO: 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 54 and 56. A valid government issued ID number should also be affixed below the signature in box 54.

All employees who are observing the work-from-home (WFH) arrangement shall provide a valid government issued ID to their respective Administrative Officer and shall then be required to affix on the BIR Form 2316. The concerned Administrative Officer will then return the duplicate and triplicate copies of BIR Form to the Accounting Office.

Duly signed duplicate and triplicate copies of certificates should be returned to the Accounting Office on or before **6th of February 2023** 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. Aira Nichole Dorado of the Accounting Office through her email at addorado@up.edu.ph.

Please be guided accordingly.

ROLANDO T. BELLO
Vice Chancellor