



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

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08 February 2024

MEMORANDUM NO. 08

Series of 2024

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**.

Duly signed duplicate copy/copies of certificates should be returned to the Accounting Office **on or before 16th of February 2024** for consolidation and submission to BIR. The employee who fails 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 at adorado@up.edu.ph.

Please be guided accordingly.

ROLANDO T. BELLO
Vice Chancellor