



January 22, 2021

**MEMORANDUM**

**TO : ALL UPLBFI PROJECT LEADERS**

**FROM : ENRICO P. SUPANGCO**  
Executive Director

**RE : ELECTRONIC SIGNATURE ON BIR FORM 2316**

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All salaried project personnel are required to sign the BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) for submission to BIR. Due to limitations brought by the community quarantine and to lessen the burden of coming to UPLBFI to sign, we will be using the signature affixed on your project appointment. If you do not agree, please come to UPLBFI to sign until February 15, 2021.

Please be guided accordingly.