



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS FOUNDATION, INC.

February 04, 2025

MEMORANDUM

TO : ALL UPLBFI PROJECT LEADERS AND STAFF

FROM : ENRICO P. SUPANGCO
Executive Director

RE : SIGNATURE ON BIR FORM 2316

Please be advised that all salaried project personnel are required to sign the Certificate of Compensation Payment/Tax Withheld (form 2316) before UPLBFI submits it to BIR on February 20, 2025.

You may come to UPLBFI to sign starting February 04 until February 18, 2025.

Please be guided accordingly.



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