



16. Request for Other Compensation-Related Documents

A. Bureau of Internal Revenue (BIR) Form 2316 for Separated Employees (Year of Separation)

This service covers the receipt, processing, and issuance of BIR Form 2316 for separated OSG officials and employees, reflecting the computation of taxable and non-taxable income, taxes withheld, and other compensation and benefits corresponding to the employee's actual period of service during the year of separation.

Requests may be made only after the employee's last salary and benefits have been released.

Office or Division:	Accounting Division, Financial Management Service (FMS)
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Separated OSG Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Form - One (1) duly accomplished original request form 2. Clearance - Approved clearance	Financial Management Service and OSG Website

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request: 1.1. In person at the FMS Receiving Window, 2 nd Floor, OSG Main Building, Adelantado Wing.	1. Receive and record requests: 1.1. For requests submitted in hard copy: 1.1.1. Receive and record the request in the FMS incoming logbook. 1.1.2. If incomplete, return it or notify the requester.	None	15 minutes	Frontline Personnel Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.2. Via email at fms@osg.gov.ph.</p>	<p>1.2. For requests submitted via Email:</p> <p>1.2.1. Monitor the inbox and review incoming requests.</p> <p>1.2.2. If complete, send an acknowledgment of receipt, then print the email and the attached request form.</p> <p>1.2.3. If incomplete, notify the sender of missing requirements.</p>	None	15 minutes	<p>Administrative Aide VI</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS</p>
<p>2. Wait for confirmation that the requested BIR Form 2316 is ready for pick-up or release.</p>	<p>2.1. Transmit the client's request to the Accountant III.</p> <p>2.2. Review the request and retrieve all required data (e.g. annualized tax computation).</p> <p>2.3. Encode the finalized tax computation in the BIR Alpha list Data Entry Module.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>5 minutes</p> <p>8 hours</p> <p>3 hours</p>	<p>Frontline Personnel / Administrative Aide VI</p> <p>Accountant III</p> <p>Accountant III</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Generate and print three (3) copies of BIR Form 2316.	None	1 hour	Accountant III
	2.5. Submit the draft BIR Form 2316, together with all supporting documents and required attachments to the Supervising Administrative Officer (SAO) for review.	None	3 hours	Accountant III
	2.6. Review the draft BIR Form 2316. 2.6.1. If the form is in order, endorse it to the Chief Accountant. 2.6.2. If the form is not in order, return it to the preparer for revision.	None	2 hours	Supervising Administrative Officer
	2.7. Review the draft BIR Form 2316. 2.7.1. If the form is in order, sign it. 2.7.2. If the form is not in order, return it to the preparer for revision.	None	2 hours	Chief Accountant Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Claim BIR Form 2316 at the FMS Receiving Window, 2 nd Floor, OSG Main Building.	3.1. Notification 3.1.1. Transmit the signed BIR Form 2316 to frontline personnel. 3.1.2. Inform the client, through the provided contact details, that the BIR Form 2316 is ready for personal pick-up.	None	25 minutes	Frontline Personnel
	3.2. Review and Signing Instructions 3.2.1. Advise the client to review and confirm the accuracy of all information (e.g. Name, TIN, and other personal details). 3.2.2. Instruct the client where to sign (e.g., Line 52 and/or Line 54, if availing of substituted filing.	None	45 minutes	Frontline Personnel



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>3.3. Release, Acknowledgment, and Filing</p> <p>3.3.1. Release two (2) copies to the client.</p> <p>3.3.2. Have the client sign the receiving portion of the request form.</p> <p>3.3.3. Retain one (1) copy and give it to the Accountant III for proper filing.</p>	None	45 minutes	<p>Frontline Personnel</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS</p>
TOTAL		None	21 hours and 15 minutes	



B. Certified True Copy of BIR Form 2316 (Previous Years) and Payslips

This service covers the receipt, processing, and issuance of Certified True Copies of BIR Form 2316 and/or payslips for separated OSG officials and employees, based on records retrieved from the payroll system or scanned files maintained by the Financial Management Service.

Office or Division:	Accounting Division, Financial Management Service (FMS)
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Separated OSG Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Form - One (1) duly accomplished original request form	Financial Management Service and OSG Website

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request: 1.1. In person at the FMS Receiving Window, 2 nd Floor, OSG Main Building, Adelantado Wing.	1. Receive and record requests: 1.1. For requests submitted in hard copy: 1.1.1. Receive and record the request in the FMS incoming logbook. 1.1.2. If incomplete, return it or notify the requester.	None	15 minutes	Frontline Personnel Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS
1.2. Via email at fms@osg.gov.ph .	1.2. For requests submitted via Email: 1.2.1. Monitor the inbox and review incoming requests.	None	15 minutes	Administrative Aide VI Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.2.2. If complete, send an acknowledgment of receipt, then print the email and the attached request form.</p> <p>1.2.3. If incomplete, notify the sender of missing requirements.</p>			
<p>2. Wait for confirmation that the requested document is ready for pick-up or release.</p>	<p>2.1. Transmit the client's request to the Accountant III, Administrative Officer IV or Administrative Officer II of the Payroll and Accounts Management Section.</p> <p>2.2. Review the request.</p> <p>2.3. Retrieve and print the requested document.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>10 minutes</p> <p>2 hours</p> <p>5 hours</p>	<p>Frontline Personnel / Administrative Aide VI</p> <p>Accountant III / Administrative Officer IV / Administrative Officer II</p> <p>Accountant III / Administrative Officer IV / Administrative Officer II</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Submit the requested document to the Chief Accountant for certification as a true copy.	None	15 minutes	Accountant III / Administrative Officer IV / Administrative Officer II
	2.5. Affix the "Certified True Copy" stamp on the requested document and sign it.	None	3 hours	Chief Accountant Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS
3. Claim the requested document at the FMS Receiving Window, 2 nd Floor, OSG Main Building, Adelantado Wing.	3.1. Forward the certificate to the frontline personnel.	None	10 minutes	Chief Accountant
	3.2. Call the client at the provided number to inform them that their request has been processed.	None	15 minutes	Frontline Personnel
	3.3. Release the certificate and have the recipient sign the receiving portion of the request form.	None	15 minutes	Frontline Personnel Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS
TOTAL		None	11 hours and 20 minutes	
NOTE: The processing period may be extended if the requested Certification covers a period beyond five (5) years.				