



## 21. Request for Other Compensation-Related Documents

### 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 active OSG officials and employees, based on records retrieved from the payroll system or scanned files maintained by the FMS.

The BIR Form 2316 for the preceding taxable year shall be available on or before 28 February of the succeeding year, or on the deadline prescribed by the Bureau of Internal Revenue (BIR) for its submission, whichever date is later.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Request Form</b> - One (1) duly accomplished original request form	Financial Management Service, <a href="#">OSG Intranet</a> , and <a href="#">OSG Website</a>

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 <sup>nd</sup> Floor, OSG Main Building, Adelantado Wing or 7 <sup>th</sup> Floor, Convergys One Building.	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 <a href="mailto:fms@osg.gov.ph">fms@osg.gov.ph</a>.</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>	<p>None</p>	<p>15 minutes</p>	<p>Administrative Aide VI</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>None</p> <p>None</p>	<p>10 minutes</p> <p>2 hours</p>	<p>Frontline Personnel / Administrative Aide VI</p> <p>Accountant III / Administrative Officer IV / Administrative Officer II</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Retrieve and print the requested document.	None	5 hours	Accountant III / Administrative Officer IV / Administrative Officer II
	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 <sup>nd</sup> Floor, OSG Main Building, Adelantado Wing or 7 <sup>th</sup> Floor, Convergys One Building.	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
<b>TOTAL</b>		None	<b>11 hours and 20 minutes</b>	

**NOTE: The processing period may be extended if the requested Certification covers a period beyond five (5) years.**