



**Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila**

OCA CIRCULAR NO. 35-2024

**TO: ALL JUDGES AND COURT PERSONNEL OF
THE FIRST AND SECOND LEVEL COURTS**

**SUBJECT: Computation of the Withholding Taxes for
Calendar Year 2023**

Due to the numerous inquiries the Financial Management Office (FMO), Office of the Court Administrator (OCA), receive every year on how tax payable and/or tax refunds are computed, this circular is thus issued to clarify this matter.

Please be informed that for purposes of withholding taxes from the monthly salaries of court employees, the Revised Withholding Tax Table (Annex A) as required by the Bureau of Internal Revenue (BIR) is used. However, at year end, for purposes of computing the total annual income (all salaries and allowances/benefits received during the year), a different Revised Withholding Tax Table (Annex B) is prescribed by the BIR.

Please note that for the allowances/benefits, in excess of the P90,000.00 thresh hold, all are subject to tax except for the *De minimis* benefits (Rice-P24,000.00; PERA-P24,000.00; Clothing Allowance-P6,000.00, Cash Gift-P5,000.00, and Productivity Enhancement Incentive-P5,000.00).

So as to avoid tax payables, the FMO, OCA uses the next higher tax rate for the allowances/benefits. Example, for those whose monthly salary ranges from P20,833.00 up to P33,332.00, the tax rate for their salaries is 15%, but their allowances/benefits are taxed at 20%.

At year-end, all the salaries and allowances/benefits given during the year are summed up, and tax due is determined using the Revised Withholding Tax Table (Annex B). Tax payable results when the year-end computed tax due is higher than the total monthly tax

withheld, whereas, tax refund results when the year-end computed tax due is lesser than the total monthly tax withheld.

Please be guided accordingly.

February 5, 2024



RAUL B. VILLANUEVA
Court Administrator
6/9/24

REVISED WITHHOLDING TAX TABLE						
Effective January 1, 2023 and onwards						
DAILY	1	2	3	4	5	6
Compensation Range	₱685 and below	₱685 - ₱1,095	₱1,096 - ₱2,191	₱2,192 - ₱5,478	₱5,479 - ₱21,917	₱21,918 and above
Prescribed Withholding Tax	0.00	0.00 +15% over ₱685	₱61.65 +20% over ₱1,096	₱280.85 +25% over ₱2,192	₱1,102.60 +30% over ₱5,479	₱6,034.30 +35% over ₱21,918
WEEKLY	1	2	3	4	5	6
Compensation Range	₱4,808 and below	₱4,808 - ₱7,691	₱7,692 - ₱15,384	₱15,385 - ₱38,461	₱38,462 - ₱153,845	₱153,846 and above
Prescribed Withholding Tax	0.00	0.00 +15% over ₱4,808	₱432.60 +20% over ₱7,692	₱1,971.20 +25% over ₱15,385	₱7,740.45 +30% over ₱38,462	₱42,355.65 +35% over ₱153,846
SEMI-MONTHLY	1	2	3	4	5	6
Compensation Range	₱10,417 and below	₱10,417 - ₱16,666	₱16,667 - ₱33,332	₱33,333 - ₱83,332	₱83,333 - ₱333,332	₱333,333 and above
Prescribed Withholding Tax	0.00	0.00 +15% over ₱10,417	₱937.50 +20% over ₱16,667	₱4,270.70 +25% over ₱33,333	₱16,770.70 +30% over ₱83,333	₱91,770.70 +35% over ₱333,333
MONTHLY	1	2	3	4	5	6
Compensation Range	₱20,833 and below	₱20,833 - ₱33,332	₱33,333 - ₱66,666	₱66,667 - ₱166,666	₱166,667 - ₱666,666	₱666,667 and above
Prescribed Withholding Tax	0.00	0.00 +15% over ₱20,833	₱1,875.00 +20% over ₱33,333	₱8,541.80 +25% over ₱66,667	₱33,541.80 +30% over ₱166,667	₱183,541.80 +35% over ₱666,667

EFFECTIVE DATE JANUARY 1, 2023	
Not over ₱ 250,000.00	0%
Over ₱ 250,000.00 but not over ₱ 400,000.00	15% of the excess over ₱ 250,000.00
Over ₱ 400,000.00 but not over ₱ 800,000.00	₱ 22,500.00 + 20% of the excess over ₱ 400,000.00
Over ₱ 800,000.00 but not over ₱ 2,000,000.00	₱ 102,500.00 + 25% of the excess over ₱ 800,000.00
Over ₱ 2,000,000.00 but not over ₱ 8,000,000.00	₱ 402,500.00 + 30% of the excess over ₱ 2,000,000.00
Over ₱ 8,000,000.00	₱ 2,202,500.00 + 35% of the excess over ₱ 8,000,000.00