



Republic of the Philippines  
**Department of Education**  
 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF TUGUEGARAO CITY

February 23, 2021

**DIVISION MEMORANDUM**

No. 014 s, 2021

**FILING OF BIR FORM 2316**

To: Assistant Schools Division Superintendent  
 CID and SGOD Chiefs  
 Unit Heads  
 School Heads, Elementary and Secondary  
 SDO Personnel  
 All others concerned

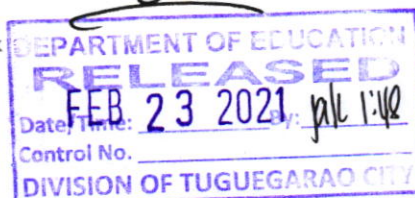
1. This is relative to the yearly filing of Certificate of Compensation, Payments/Tax Withheld (BIR Form 2316) accomplished and issued yearly to each employee by the Bureau of Internal Revenue (BIR).
2. In view of this, employees of the Schools Division of Tuguegarao City are requested to fill-out Form 2316 for submission to BIR on or before February 26, 2021 at 12:00 noon.
3. Items to be filled-out are 57 and 59 which should be signed by the employee with their current CTC number, place of issue, as well as the amount paid indicated.
4. For inquiries please contact Jennifer Bonifacio of the Accounting Unit at mobile no: 09171046725 or at her email address: [jennifer.bonifacio@deped.gov.ph](mailto:jennifer.bonifacio@deped.gov.ph).
5. For information, guidance and strict compliance.

**REYNANTE Z. CALIGUIRAN**  
 Assistant Schools Division Superintendent  
 Officer -In- Charge  
 Office of the Schools Division Superintendent

Encl:  
 Reference:  
 To be indicated in the Perpetual Index  
 Under the following subjects:

SCHOOL TEACHERS

OSDS/mac/anj



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
 Telephone Nos.: (078) 844-7925; (078) 377-8805  
 Email Address: [tuguegarao@deped.gov.ph](mailto:tuguegarao@deped.gov.ph)  
 Website: [depedtuguegarao.net](http://depedtuguegarao.net)

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