



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

January 19, 2023

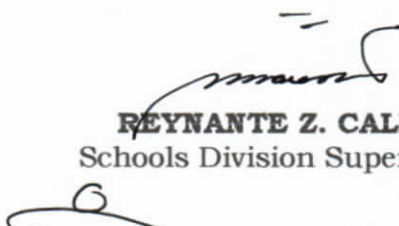
DIVISION MEMORANDUM

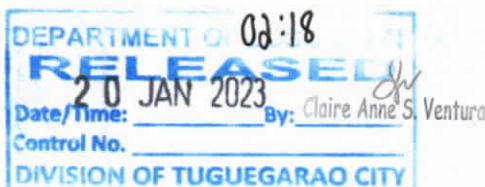
No: 023 s, 2023

PRINTING AND FILING OF BIR 2316

TO: Assistant Schools Division Superintendent
Chief, SGOD and CID
School Heads, Elementary and Secondary
Administrative Officers II
All others concerned

1. This is relative to the printing and filing of Certificate of our Annual Income Tax Returns and Issuance of Compensation Payment/Tax Withheld (BIR Form 2316) and obtaining of BIR Alphalist Version 7.0 System of this Division.
2. All officials and employees are requested to fill-out items 52 and 54 of BIR Form 2316 with current CTC numbers, place of issue, and the amount paid indicated.
3. Moreover, all Administrative Officers II of Elementary and Secondary Schools of Non-IUs are enjoined to print the said forms in three (3) copies and obtain soft copies from Ms. Jennifer T. Bonifacio of the Accounting Unit.
4. Deadline of submission of printed forms is on or before February 15, 2023.
5. For information, guidance and compliance.


REYNANTE Z. CALIGUIRAN
Schools Division Superintendent



Encl: none
Reference:

OSDS/mac/jtb



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