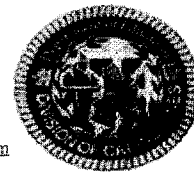





Republic of the Philippines  
Department of Education  
Region V(Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes

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TO : Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Secondary School Heads  
Administrative Officers/Section Heads

FROM :   
SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent

SUBJECT : FILING OF BIR FORM NO. 2305 (Certificate of Update of Exemption and/of  
Employer's and Employee's Information)

DATE : March 14, 2016

**PLEASE!**  
Division of Catanduanes  
**RECORDS SECTION**  
Date MAR 14 2016  
Time 7:07 PM  
By SV

Pursuant to Revenue Memorandum Circular No. 59-2015, the filing of BIR Form 2305 shall be coursed through the Schools Division Office-Personnel Section. Hence, no employee shall visit the BIR-Revenue District Office for this purpose. Updating of exemption and/or employers and employee's information shall be done electronically using the BIR's UEE Data Entry Module.

The following documents/data shall be submitted:

1. (3 original copies) Accomplished BIR Form 2305 signed by the employee with the complete documentary requirements (e.g. NSO Certified Birth Certificate/Marriage Contract, Waiver to Claim Additional Exemption, Medical Certificate- if physically/mentally incapacitated)
2. Employee's Email Address
3. Employee's Date of Original Appointment
4. Employee's Contact Number, School and District Assignment

For information, guidance and compliance.