



Republic of the Philippines
Department of Education
Region V - (Bicol)
DIVISION OF CATANDUANES
Virac

RELEASED
DepEd-Division of Catanduanes
RECORDS SECTION
Date APR 07 2015
Time 1:25 pm
By SV



MEMORANDUM TO: ALL DIVISION OFFICE PERSONNEL
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PRINCIPALS/ HEAD TEACHERS/ TEACHER-IN-CHARGE
ALL TEACHING AND NON-TEACHING PERSONNEL OF
ELEMENTARY AND SECONDARY SCHOOLS

FROM : *Nympha D. Guemo*
NYPHA D. GUEMO *NG*
Asst. Schools Division Superintendent
Officer-In-Charge

SUBJECT : SUBMISSION OF BIR Form No. 2316 - CERTIFICATE OF
COMPENSATION PAYMENT/TAX WITHHELD

DATE : April 06, 2015

In connection with your filing of the Income Tax for CY 2015, this office is now releasing BIR Form No. 2316 - Certificate of Compensation/Tax Withheld in three (3) copies for your signature.

For those Elementary Teaching and Non-Teaching with equal Tax Due and Tax Withheld, you are hereby directed to submit two (2) copies (2nd & 3rd copy) of BIR Form 2316 to your respective Principal or School Head and for the Secondary Schools Teaching & Non-Teaching to your respective Principal too. All of these will be submitted in bunch per school to the Division Office care of the Accounting Section.

For those whose Tax Due and Tax Withheld are not equal, you are to file your Income Tax at the Bureau of Internal Revenue for payment or necessary adjustment.

Deadline for the submission is on April 10, 2015.

Immediate and strict compliance of this memorandum is desired.