

Republic of the Philippines

Department of Education

REGION III – CENTRAL LUZON SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 6, 2023

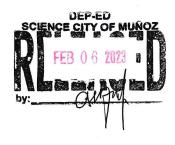
DIVISION MEMORANDUM

No. 65 , s. 2023

To: All SDO-Based Payroll Teaching and Non-Teaching Personnel

PROCEDURE IN ACCOMPLISHING BIR FORM 2316/CERTIFICATE OF COMPENSATION PAYMENT/TAX WITHHELD FOR CY 2022

- 1. In line with the requirements of Bureau of Internal Revenue (BIR) on filing of annual income tax withheld, the following procedures must be observed in accomplishing the BIR Form 2316:
 - Fill-up items No. 6 to No. 8;
 - Sign on items *No. 52 and No. 54.* On item *No. 52*, kindly write on the space provided your respective Community Tax Certificate (CTC) No., Place of Issue, Date of Issue and Amount Paid;
 - Submit in *triplicate the hard copies* together with the *scanned PDF file* of the accomplished BIR Form saved in CD on a per school basis;
 - Deadline of submission of the required hard and soft copies will be **on or before February 9, 2023** at the Records Unit of the schools division office (SDO).
- 2. Copies of the BIR Form 2316 are now available for pick-up at the Records Unit of the SDO.
- 3. For information and compliance.



DANTE G. PARUNGAO, CESO V Schools Division Superintendent

Acctg2023



