



Republic of the Philippines
Department of Education
Region X
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, Malaybalay City
Telefax # 088-314-0094



DIVISION ADVISORY



TO : All Job Order Personnel (LGU, Malaybalay City-Paid)
This Division

FROM : 
EDILBERTO L. OPLENARIA, CESO VI
OIC, Schools Division Superintendent

Re : Filing of Quarterly Income Tax Returns (BIR Form 1701Q) and
Payment of Tax Liability

1. For the information and guidance of all concerned, this Office hereby disseminates the herein letter from the Office of the City Government of Malaybalay reminding all City-paid Job Order employees to file their *Quarterly Income Tax Returns (BIR Form 1701Q)* and to pay any *Income Tax Liability on or before the 2nd Quarter Tax Filing deadline of August 15, 2017.*
2. As proof of income payments, the City Accountant's Office shall furnish BIR Forms 2306 and 2307 to be released on *August 7, 2017.* These forms shall be attached to their Quarterly Income Tax Returns. Failure to file and/pay tax liability would result to corresponding penalty.
3. Immediate and widest dissemination of this advisory is desired.

Encl.:
As stated

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE

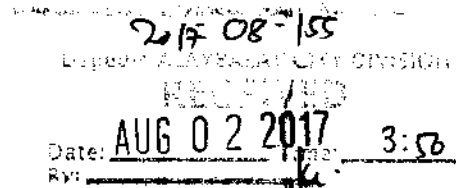


Republic of the Philippines
Province of Bukidnon
City of Malaybalay

Office of the City Accountant
(088) 813-5672

August 2, 2017

TO: ALL JOB ORDERS
City Government of Malaybalay



Dear All:

Greetings!

Reminding all Job Orders registered with the Bureau of Internal Revenue (BIR) as engaged in the business of providing services to file your **Quarterly Income Tax Returns (BIR Form 1701Q)** and pay your income tax liabilities, if any, on or before the 2nd Quarter Tax Filing deadline of **August 15, 2017**. For convenience, filing can be done online (thru the eBIRForms package in the BIR Website – instructions on how to file are already in the website). Note that online filing would require the Job Order to have an email address.

As proof of your income payments from the Local Government Unit of Malaybalay, the City Accountant's Office would be releasing your BIR Forms 2306 (Certificate of Final Tax Withheld At Source) and BIR Forms 2307 (Certificate of Creditable Tax Withheld At Source) on **August 7, 2017, Monday**. These forms would be attached to your Quarterly Income Tax Returns. For those who are going to file online, your BIR Forms 2306/ 2307 can be scanned and sent online. No need to submit a hard copy.

Kindly refer to the BIR website for more information on the filing requirements under **Quarterly Income Tax for Self-Employed Individuals, Estates and Trusts (Including Those With Mixed Income, I.E., Compensation Income and Income from Business and/or Practice of Profession)**: <https://www.bir.gov.ph/index.php/tax-information/income-tax.html#R006>.

Failure to file and/ or pay would result to corresponding penalties. Should you have any concerns, kindly refer to the BIR main webpage (www.bir.gov.ph/) or be assisted by any authorized BIR personnel. BIR Revenue District Office No. 99 is located at Casisang, Malaybalay City, Bukidnon.

Very truly yours,


CARLITO N. JUAREZ, CPA
City Accountant