



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

DN-2019-02-057
DepED-MALAYBALAY CITY DIVISION
RELEASED
DATE: FEB 13 2019 TIME: 4:34
BY: [Signature]

February 12, 2019

DIVISION MEMORANDUM

No. 057, s. 2019

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned
This Division

FROM: FOR THE SCHOOLS DIVISION SUPERINTENDENT


SUNNY RAY F. AMIT
Assistant Schools Division Superintendent

SUBJECT: **RELEASE AND SUBMISSION OF BIR FORMS 2316 for CY 2018**

1. Certificate of Compensation Payments /Tax Withheld (Form 2316) is ready for pick up at the Accounting Services. Teaching and non-teaching personnel who are qualified for substituted filing per Revenue Regulations No. 11-2013 shall sign items 57 and 59.
2. Further, to ensure that all signed BIR Forms 2316 are scanned, submitted and filed to the Bureau of Internal Revenue on or before February 28, 2019, one (1) signed copy of each form must be submitted to the Division Office on *Friday, February 15, 2019* while the second copy be retained for teacher's file.
3. Only School Heads are allowed to pick them up at the Division Office and shall also return the duly signed forms and transmittal as proof of receipt of the personnel.
4. A penalty of Php1, 000.00 per Section 250 of the Tax Code is imposed for employees who fail to file the form.
5. Queries relative to this can be relayed to Nelly L. Salga, Administrative Assistant III at 09654587630 or inquire at the DepED Malaybalay Finance Facebook page.

TO BE POSTED IN THE WEBSITE