



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM 2020-02-93
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: FEB 19 2020 TIME: 11:30
Jlan

February 18, 2020

DIVISION MEMORANDUM

No. 93, s. 2020

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

FROM:  VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

SUBJECT: **RELEASE AND SUBMISSION OF BIR FORMS 2316 for CY 2019**

1. Certificate of Compensation Payments /Tax Withheld (Form 2316) is ready for pick up at the Accounting Section. Teaching and non-teaching personnel who are qualified for substituted filing per Revenue Regulations No. 11-2013 shall sign items 52 and 54.
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, 2020, one (1) signed copy of each form must be submitted to the Division Office on *Friday, February 21, 2020* while the second copy be retained for employee'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.

TO BE POSTED IN THE WEBSITE

Copy furnished : Records Section
Accounting Section



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