



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

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DEPED MALAYBALAY CITY DIVISION  
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March 17, 2020

**DIVISION MEMORANDUM**

No. 147, s. 2020

To: Public Elementary and Secondary School Heads  
Senior Bookkeepers and Disbursing Officers  
All Others Concerned  
This Division

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

SUBJECT: **SIGNING OF WITHHOLDING TAX FORMS AND SUBMISSION OF  
REQUEST FOR FUNDING FOR NON-IUs**

1. In observance of the social distancing policy and preventive health measures, the Accountant shall delegate the authority to sign BIR Forms 2306 and 2307 of Non-Implementing Units to School Senior Bookkeepers or to Disbursing Officers for schools without Senior Bookkeepers.
2. Report of Summary of Tax Withheld shall be submitted every last working day of the applicable month for remittance purposes. Unremitted withholding tax due to non-submission of this report shall be borne by the person who signed such forms.
3. Further, requirements for the request for downloading of School MOOE and other School Funds shall be submitted in scanned copies bearing signatures.
4. Submit these soft copies at [depedaccountingmalaybalay@yahoo.com.ph](mailto:depedaccountingmalaybalay@yahoo.com.ph).
5. Effective immediately. This scheme shall subsist for the period of the State of Public Health Emergency until lifted.
6. For compliance.

TO BE POSTED IN THE WEBSITE

Copy furnished : Records Section  
Accounting Section



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