



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

DM 2021-02-063
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 9 / 2021 TIME: 1:00
FEB: 9 / 2021 *Jaww*

DIVISION MEMORANDUM

NO. 063, s. 2021

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

DATE: February 8, 2021

SUBJECT: **RELEASE AND SUBMISSION OF BIR FORMS 2316 for CY 2020**

1. Certificate of Compensation Payments /Tax Withheld (Form 2316) is ready for pick up at the Records 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 Form 2316 are scanned, submitted and filed to the Bureau of Internal Revenue on or before February 28, 2021, the following must be returned to the Division Office on **Monday, February 15, 2021**:
 - a. One (1) signed copy of Form 2316
 - b. BIR Form 2316 Masterlist as proof of receipt
3. Please be reminded that the second copy of the Form 2316 must be retained by the employee/taxpayer.
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



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph