



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

2021- 02811
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 5/18/21 TIME: 9:30
BY: [Signature]

DIVISION MEMORANDUM

NO. 258, 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: May 17, 2021

SUBJECT: **AMENDMENT TO REVENUE REGULATION 2-98 ON
GOVERNMENT MONEY PAYMENTS SUBJECT TO PERCENTAGE
TAX**

1. As an amendment to certain provisions of Revenue Regulation 2-98, Revenue Regulation No. 02-2021 dated April 8, 2021 states that:

Purchases made by Government-Owned and Controlled Corporations, National Government Agencies, Local Governments, and other government instrumentalities, from persons/entities subject to Percentage Tax pursuant to Section 116 of the Tax Code, as amended, shall be subject to One percent (1%) withholding tax for the period July 1, 2020 until June 30, 2023.

2. All tax withheld by the Division Office and the schools subject to percentage tax for the period July 1, 2020 to March 31, 2021 were already remitted in full to the Bureau of Internal Revenue. However, in the implementation of the above regulation, the amount withheld at three percent (3%) for the month of April, 2021 was only remitted at one percent (1%). Hence, the over withheld tax must be refunded to the suppliers.

3. In order to ensure compliance, the following steps must be followed:
a. School Senior Bookkeepers must submit a copy of the Cash Disbursement Register for the month of April, 2021 and Computation of Over Withheld Tax (as attached) in two (2) copies to the Division Office on or before May 21, 2021.



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



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- b. The Accountant shall review and certify correctness of the submitted Computation of Over Withheld Tax
 - c. Signed copy of the Computation of Over Withheld Tax shall be returned to the school which shall serve as basis for the issuance of checks for refund.
 - d. The amount of refund shall be recorded as a negative amount in the column "Due to BIR" in the Cash Disbursement Register.
4. Schools *may* use the automated Disbursement Voucher posted on the Facebook Group of DepEd Malaybalay Finance. This form is revised in order to comply with the one percent (1%) withholding tax.
5. For compliance.

TO BE POSTED IN THE WEBSITE
Copy furnished: Records Section
Accounting Unit



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