



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

DM - 2021 - 10 - 579
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: OCT 21 2021 TIME: 3:16 pm
 BY: [Signature]

DIVISION MEMORANDUM

No. CT9, s. 2021

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

From: **VICTORIA V. GAZO, PhD, CESO V**
 Schools Division Superintendent

Date: October 22, 2021

Subject: **YEAR-END TAX ADJUSTMENT FOR CY 2021**

- In order to ensure that the employees' total tax withheld for the taxable year 2021 is equal to the total tax due, tax adjustments shall be made against employees' salaries for the period October to December, 2021.
- Employees' compensation is annualized in order to determine each employee's amount of tax due for the year which is derived as follows:

Gross Compensation Income (present + previous employer)	XX
Less: Non-Taxable/Exempt Compensation Income	
1. 13 th month pay and other benefits (maximum of P90,000.00)	
2. GSIS, PHIC and HDMF (employee share)	
3. Other Non-Taxable salaries	XX
Taxable Compensation Income	XX
Tax Due (computed based on income tax table under the TRAIN Law)	XX
Less: Actual Tax Withheld (January to present)	XX
Estimated Tax Payable for the remaining period	XX
Divided by No. of Remaining Months	XX
Withholding Tax for the month	XX





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3. Further, increase in tax withheld may be due to the following reasons:
 - a. Salary increase due to promotion and step increment.
 - b. Additional benefits such as PBB, SRI, CNAI, hazard pay & others
4. Queries and other related concerns may be sent to depedacctgmalaybalay@gmail.com with subject Tax Adjustment CY 2021- "name", and attention: Ms. Lourenil M. Lim, Administrative Assistant III.
5. Widest dissemination of this Memorandum is desired.

Copy Furnished:

Records Unit
Accounting Unit

TO BE POSTED IN THE WEBSITE



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