



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

2022-59791V

DM - 2022 - 09 - 504  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 SEP 22 2022 Time: 1:02  
 By:                     

**DIVISION MEMORANDUM**

NO. 504, s. 2022

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: September 22, 2022

SUBJECT: **YEAR-END ADJUSTMENT FOR CY 2022**

1. In order to ensure that the employees' total tax withheld for the taxable year 2022 is equal to the total tax due, tax adjustments shall be made against employees' salaries for the period October to December 2022.

2. 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 <sup>th</sup> month pay and other benefits (max of P90,000)	
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

3. Further, increase in tax withheld may be due to the following reasons:

- i. Salary increase due to promotion and step increment.
- ii. Additional benefits such as PBB, SRI, CNAI, Hazard pay & others.





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It is expected that the BIR Withholding Tax with 0036 deduction code for employees integrated with the regional payroll shall have an increase or decrease in taxes withheld for the period October, 2022 to January, 2023 depending on the above mentioned circumstances.

4. Queries and other related concerns may be sent to [depedaccountingmalaybalay@yahoo.com.ph](mailto:depedaccountingmalaybalay@yahoo.com.ph) with subject Tax Adjustment CY 2022-“name”, and attention: Ms. Lourenil M. Lim, Administrative Assistant III.

5. Widest dissemination of this Memorandum is desired.

CC: Records Unit  
Accounting Unit

**TO BE POSTED ON WEBSITE**



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