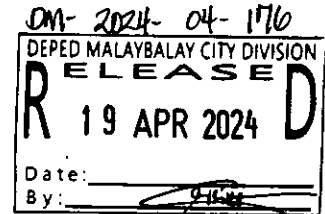




Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

NO. 176, s. 2024

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

FROM: **CHERRY MAE L. LIMBACO-REYES**
 Schools Division Superintendent

DATE: April 18, 2024

SUBJECT: **TAX IDENTIFICATION NUMBER (TIN) CORRECTION**

- 1) The Tax Identification Number (TIN) is a system-generated reference index number issued and assigned by the BIR to each and every person registered in its database. It contains key information necessary for computer processing and information generation.
- 2) However, some TIN indicated in the BIR Form 2316 is inconsistent with TIN issued by the Bureau of Internal Revenue (BIR).
- 3) In this regard, personnel with erroneous TIN shall submit the following on or before April 26, 2024 thru Window 2:
 - A. Letter Request for correction with Endorsement from School Head
 - B. Verified copy of Tax payer's Identification card or any other supporting documents (as proof)
- 4) Widest dissemination of this Memorandum is desired.

TO BE POSTED IN THE WEBSITE

Cc: Records Unit
 Accounting Unit

