



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 043, s. 2024

FEB 08 2024

FILING OF INCOME TAX RETURN FOR CY 2024

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. For the information and guidance of all concerned, this Office shall start the distribution of electronic copies of the BIR 2316 forms in PDF format to schools within the Division.
2. The electronic copies will be sent to the respective e-mail addresses of the schools. Therein, the document is readily available for the school personnel to search for their individual records.
3. The forms shall be printed and accomplished individually in two copies. It shall then be consolidated per school for submission.
4. School Heads shall ensure that the printing of the 2316 of their school personnel for signature shall be facilitated. School Heads of Junior High Schools will likewise ensure the compliance of their Senior High School personnel.
5. In addition to the prefilled data by the Bureau of Internal Revenue, each employee shall fill out the necessary information indicating their current residence address, birthday, contact number, and CTC number.
6. Once signed, all copies must be forwarded to the Division Office to be received by the Records Section using DocTracs with the attached transmittal indicating the list of personnel from the school. For Senior High Schools, the list will be submitted through a separate transmittal. The compliance to the submission of the individually accomplished 2316 per school shall be on or before 5PM of February 21, 2024.
7. Further, the soft copy of the transmittal shall be sent to janemarie.cuizon@deped.gov.ph for records purposes of the payroll unit. The subject of the e-mail shall be as follows:

BIR 2316 2024 "Name of School"

8. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

