



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

Office of the Schools Division  
Superintendent

FEB 10 2022

**DIVISION MEMORANDUM**

No. 046, s. 2022

**FILING OF INCOME TAX RETURNS**

**To:** Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
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. To hasten the filing of the Income Tax Return, School Heads with the assistance of their ICT Coordinator are hereby directed to facilitate the printing of the 2316 of their school personnel for signature. Junior High Schools will likewise facilitate the compliance of their Senior High Schools.
3. The electronic copies will be sent to the respective e-mail addresses of the schools. Therein, the document is readily available for the ICT Coordinator to search for the names of their personnel and have 3 copies printed for each employee.
4. 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.
5. Once signed, all copies must be forwarded to the Division Office to be received by the Records Section 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. Compliance to the submission of the signed 2316 shall be on or before 5PM of **February 21, 2022**.
6. Further, the soft copy of the transmittal shall be sent to [janemarie.cuizon@deped.gov.ph](mailto:janemarie.cuizon@deped.gov.ph) for records purposes of the payroll unit. The subject of the e-mail shall be as follows:

BIR 2316 2022 "Name of School"

Example: BIR 2316 2022 Amian ES

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

**LEA C. BELLEZA EdD**

OIC-Assistant Schools Division Superintendent  
In-charge of the Division

