



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

**OFFICE OF THE SCHOOLS
DIVISION SUPERINTENDENT**

DIVISION MEMORANDUM

No. 049, s. 2023

1 FEB 06 2023

FILING OF INCOME TAX RETURN FOR CY 2023

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 Coordinators, 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.
4. The forms shall be printed and accomplished in four copies. Then, it shall be placed in long white folders and labeled as follows for submission:

1st Folder (BIR) – 2 copies
2nd Folder (Division) – 1 copy
3rd Folder (School) – 1 copy
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. Compliance to the submission of the signed 2316 shall be on or before 5PM of February 13, 2023.
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 2023 "Name of School"
8. Immediate dissemination of and compliance with this Memorandum are desired.


LEA C. BELLEZA EdD

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



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