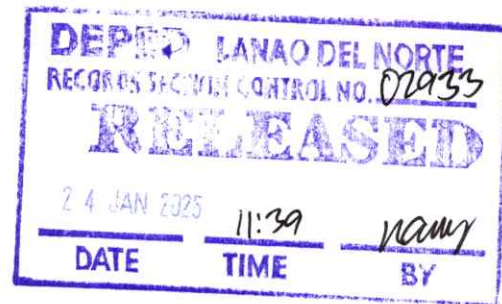




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE



Division Memorandum

No. 047, s. 2025

To : **ALL TEACHING AND NON-TEACHING PERSONNEL**
This Division

From : **EDWIN R. MARIBOJOC, CESO V**
Schools Division Superintendent

Subject : **Issuance and Submission of Certificate of Compensation
Payment/Tax Withheld (BIR Form 2316)**

Date : January 22, 2025

In line with the yearly filing of annual tax, all personnel are hereby directed to accomplish the following:

1. Secure Community Tax Certificate (BIR Form 0016).
2. BIR Form 2316 will be released to Administrative Officer II and/or Focal Person which will be announced through the Division Office Facebook page.
3. All personnel must fill in their CTC No., amount, date, and affix their signature in the lower portion of the form.
4. The Administrative Officers and/or schools' focal persons are obliged to facilitate the following based on **RR No. 16-2021**:
 - a. Scan the original copies of BIR Form No.2316 **through a scanning machine or device** in clear copy;
 - b. Store the soft copies of **each** BIR Form No.2316 using "PDF" file format with the filenames alphabetically arranged containing the following information:
 - i. Surname of the Employee;
 - ii. Taxpayer Identification Number (TIN) of the employee; and



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09
Email Address: Lanao.norte@deped.gov.ph
Website: <https://depedldn.com>



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iii. Taxable Period.

Example: DELA CRUZ_123456789_12312024

- c. Email the consolidated scan copies per school together with a transmittal to payroll.lan@deped.gov.ph in the following format:

NO.	Name of Employee			Taxpayer Identification Number				Amount of Compensation	Tax Due Withheld and Remitted
	Lname	Fname	Mname		-		-		
					-		-		
					-		-		

5. Deadline of submission to the Division Office will be on **February 20, 2025**.
6. Immediate dissemination and strict compliance of this Memorandum is desired.



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