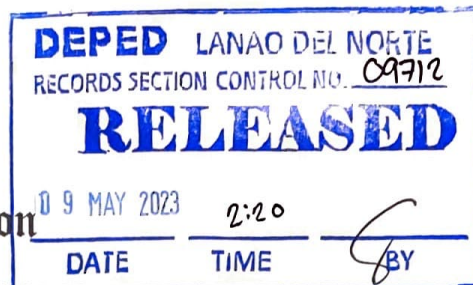




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE



May 09, 2023

DIVISION MEMORANDUM
NO. 203 S. 2023

SUBMISSION OF BIR COMPLIANCE DOCUMENTS FY 2020

To: Public Elementary and Secondary School Heads
Non-IUs ADAS III (Senior Bookkeeper)
Non-IUs ADAS II (Disbursing Officer)
All Others Concerned

1. Relative to the Notice of Discrepancy received by the Division Office dated September 12, 2022, from Bureau of Internal Revenue which includes the details of discrepancies as a result of the initial investigation of the submitted documents, this Office directs all **School Heads** to submit the photocopy of whole year-round Check Disbursement Register FY 2020 of their respective school/s with the following photocopy of required documents:

- Disbursement Vouchers of all transactions
- Contract/Purchase Order
- Receipts (official receipts, provisional receipts, delivery receipts, etc.)
- Invoices (sales, purchases, and charge invoices)
- Certificate of Taxes Withheld (BIR Form 2306 & 2307)

2. Upon completion of the documents, all School Heads are directed to transmit the files to their respective **Senior Bookkeeper** on or before **May 31, 2023**, for compilation and review of the records before submitting to the Division Office-Accounting Unit on **June 09, 2023**, from 9:00 am to 4:00 pm.

3. Furthermore, **non-submission of the following required documents on or before the deadline by the concerned Accountable Officer shall, in addition to other penalties provided under Revenue Memorandum Order (RMO) No. 23-2014, be liable to a penalty equal to the total amount of tax not withheld, or not accounted for and remitted.** Thus, the School Head shall exercise utmost diligence in maintaining records and in observing the above-mentioned deadline.

4. Queries relative to this matter can be relayed to Mr. Torr Aurelio M. Ardon, Accountant III, Office of the Accountant at 09171728117.

5. For information, guidance, and strict compliance.


EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent



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Department of Education
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Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

ACCOUNTING

ISSUANCES

BIR-TAX

RML/DM-BIR Compliance Documents
0018/May 09, 2023



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