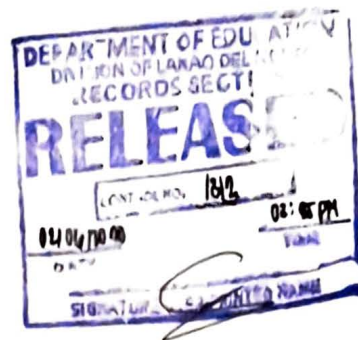




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE



February 4, 2020

Division Memorandum

No. 59, s. 2020

**Submission of BIR Form 2316 (Certificate of Compensation/Tax Withheld)
CY2019**

To: **ALL SCHOOL HEADS AND ADAS III**
Elementary and Secondary
This Division

1. All School Heads are hereby directed to submit through their respective ADAS III the **BIR Form 2316 CY 2019** following the instructions:
 - Upon the receipt of their respective BIR Form 2316, the taxpayers are required to fill up the required data (**CTC.Number, Place Issued, Date Issued, Amount Paid, Date Signed and Signatures above their names only**).
 - All duly filled up BIR Form 2316 together with the transmittal should be submitted to the **Division Payroll Unit** on or before **February 21,2020**.
 - Any late submission will no longer be accommodated. Person in-charge of submission will be the one liable to submit the said forms to BIR Iligan City together with the receipt of payments of penalty amounting to **Php 1,000.00 per Form**.
2. Immediate dissemination of and strict compliance with this memorandum is highly directed.

EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09



Management
System
ISO 9001:2015

www.tuv.com
ID: 910865263

