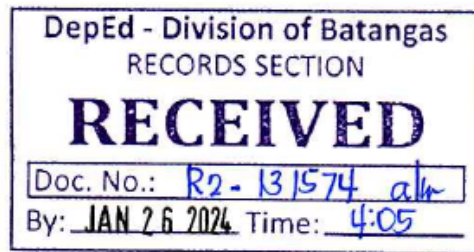




Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**



Advisory No. **010**, s. 2024  
 January 26, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013  
 this advisory is issued not for endorsement per DO 28, s. 2001,  
 but only for the information of DepEd officials,  
 personnel/staff, as well as the concerned public.  
 (Visit [depedcalabarzon.ph](http://depedcalabarzon.ph))

**CERTIFICATE OF COMPENSATION PAYMENT/TAX WITHHELD FOR  
 COMPENSATION PAYMENT WITH OR WITHOUT TAX WITHHELD  
 (BIR FORM 2316)**

1. The Certificate of Compensation Payment/Tax Withheld for Compensation Payment With or Without Tax Withheld (BIR Form 2316) of employees (2 copies for each employee) in the following suboffices are now available for pick up at the SDO Records Section:

	SUBOFFICE	DIVISION-STATION CODE
1	Alitagtag	007-001
2	San Pascual	007-002
3	Balayan West	007-003
4	Balayan East	007-004
5	Bauan West	007-005
6	Calaca	007-006
7	Calatagan	007-007
8	Cuenca	007-008
9	Ibaan	007-009
10	Lemery West	007-010
11	Lian	007-011
12	Lobo	007-012
13	Mabini	007-013
14	Nasugbu East	007-016
15	San Juan West	007-020
16	San Luis	007-021
17	Taal	007-023
18	Taysan	007-026
19	Nurses	007-031
20	Batangas 1 – Insular	007-095
21	Batangas 2 – Insular	127-095



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City  
 (043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662

✉ [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)

🌐 [www.depedbatangas.com](http://www.depedbatangas.com)



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2. As per BIR Revenue Memorandum Circular No. 18-2021 dated January 27, 2021, BIR Form 2316 without the signature of concerned employee shall be accepted by the Bureau, provided that the certificates are duly signed by the authorized representative of the taxpayer-employer. However, complete and proper information of the employees such as the following must be provided and indicated in the certificate:
  - Tax Identification Number (TIN)
  - Registered Address
  - Home Address
  - Zip Code
  - Date of Birth
  - Contact Number
  - Community Tax Certificate (CTC) Number, Date and Amount Paid or Valid ID Number (Passport or Driver's License only)
3. A scanned copy of the certificate of each employee indicating the required information must be uploaded to *MS OneDrive – BIR 2316 2023* with file name format: SURNAME\_TIN\_PERIOD (*ALON\_1234567890846\_12312023*), not later than February 5, 2023, which will be subsequently submitted to the BIR. The two actual copies will serve as the employees' personal copies.
4. For your information and compliance.