



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

Advisory No. 014, s. 2025

January 31, 2025

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.  
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**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:

	SUB-OFFICE	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	Calatagan	007 - 007
7	Cuenca	007 - 008
8	Lemery West	007 - 010
9	Lian	007 - 011
10	Lobo	007 - 012
11	Mabini	007 - 013
12	Mataas na Kahoy	127 - 015
13	San Jose	127 - 019
14	SDO Batangas	007 - 029
15	Nurses	031
16	Insular 1	095 - 1
17	Insular 2	095 - 2

2. As per BIR Revenue Memorandum Circular No. 29-2024 dated February 26, 2024, BIR Form 2316 without the signature of concerned employee shall no longer be allowed and will not be accepted by the Bureau. Also, complete and proper information of the employees such as the following must be provided and indicated in the certificate:



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- 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 2024* with file name format: SURNAME\_TIN\_PERIOD (*ALON\_1234567890846\_12312023*), not later than *February 7, 2025*, which will be subsequently submitted to the BIR. The two printed copies will serve as the employees' personal copies.
4. For your information and compliance.

EUA/ Advisory of Certificate of Compensation/  
R2-140465/ 01/31/2025