



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

Advisory No. 019, s. 2025

February 5, 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:

	<b>STNCODE</b>	<b>DIVCODE</b>	<b>DISTRICTS</b>
1	006	007	Calaca
2	009	007	Ibaan
3	014	127	Malvar
4	016	007	Nasugbu East
5	017	127	Padre Garcia
6	018	127	Rosario East
7	020	007	San Juan West
8	021	007	San Luis
9	022	127	Sto. Tomas North
10	023	007	Taal
11	024	127	Talisay
12	026	007	Taysan
13	027	007	Tuy
14	028	007	Agoncillo
15	030	007	Lemery South
16	032	007	Tingloy
17	034	007	Bauan East
18	035	127	Rosario West
19	036	007	San Juan East
20	037	007	Sta. Teresita
21	038	007	Nasugbu West
22	040	127	Rosario East III
23	042	127	Sto. Tomas South



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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24	043	127	Laurel
25	046	007	San Nicolas
26	047	127	Balete
28	502	007	Ananias C. Hernandez NHS(Arumahan NHS)
29	504	007	Balibago-Biga NHS
30	508	007	Banyaga NHS
31	510	007	Bayanan NHS
32	514	007	Bigain NHS
33	516	007	Bilogo NHS
34	517	007	Bolbok NHS
35	520	007	Bukal NHS
36	521	007	Cahil NHS
37	522	007	Jaybanga NHS
38	527	007	Ilat NHS
39	528	007	Inicbulan NHS
40	529	007	Kaylaway NHS
41	532	007	Lucban NHS
42	537	007	Macalamcam-B NHS
43	538	007	Malabrigo NHS
44	539	007	Malaking Pook NHS
45	541	007	Malapad Na Bato NHS
46	544	007	Matabungkay NHS
47	545	007	Mayuro NHS
48	548	007	Palakpak NHS
49	552	007	Pinagbayanan NHS
50	554	007	San Isidro NHS (Taysan)
51	558	007	San Piro NHS
52	559	007	San Vicente Manalupang NHS
53	560	007	Maria Paz Fronda NHS (Santiago De Guzman NHS)
54	566	007	Papaya NHS
55	567	007	Tumalim NHS
56	568	007	Tilambo NHS
57	569	007	Timbugan NHS
58	572	007	Tulos NHS
59	580	007	Bulihan NHS
60	581	007	Don Julio Leviste MNHS
61	582	007	F.G. Perez NHS
62	584	007	Cuenca NHS
63	586	007	Batangas Province Science High School
64	587	007	Alupay NHS
65	592	007	Agoncillo NHS (Subic NHS)
66	594	007	Nagsaulay NHS



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67	622	007	Iflugan NHS
68	623	007	San Isidro NHS (Malvar)
69	625	007	Malapad Na Parang NHS
70	626	007	Batangas Culture And Arts HS
71	627	007	Sampiro NHS
72	628	007	Saint Isidore NHS
73	629	007	Dr. Bonifacio Masilungan NHS
74	630	007	San Nicolas NHS
75	631	007	Tuy NHS
76	632	007	Mabini NHS
77	633	007	Maximo T. Hernandez MNHS
78	634	007	Santiago NHS
79	635	007	Pacita Ramos MNHS
80	636	007	Bunducan NHS
81	637	007	Sen. Gil Puyat NHS
82	638	007	Apolinario Mabini NHS
83	639	007	Talisay School Of Agriculture
84	640	007	Lipahan NHS
85	641	007	Lumbang Na Matanda NHS
86	642	007	Catandaan Yabut NHS
87	643	007	Angeles Luistro NHS
88	644	007	Rosario Technical HS
89	645	007	Aplaya NHS
90	646	007	DIONISIO P VITO NHS
91	647	007	CALANTAS NHS
92	648	007	Puting Kahoy NHS
93	649	007	Emilia L. Malabanan NHS
94	650	007	Mabalor - Catandala IS
95	651	007	PROCOPIO MAILIG MEMORIAL INTEGRATED SCHOOL
96	652	007	SAN AGUSTIN IS
97	655	007	LUYA INTEGRATED SCHOOL
98	661	007	Cubamba-Gahol IS
99	662	007	B.S. MARASIGAN MNHS
100	663	007	LIBATO NHS
101	664	007	PULANG BATO NHS
102	665	007	SAN GREGORIO IS
103	666	007	LUMANGBAYAN NHS
104	700	007	SHS (Teaching)
105	701	007	SHS (Non-Teaching)
106	701	007	Sto. Tomas (Teaching)
107	701	007	Sto. Tomas (Non-Teaching)



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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:
  - 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\_12312024*), not later than *February 11, 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/  
R2-140563 / 02 / 05 / 2025