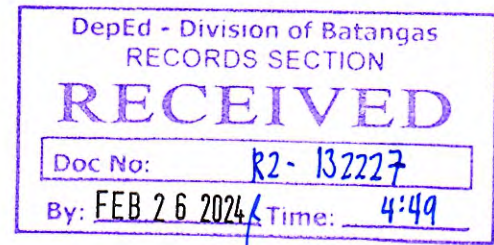




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS



Advisory No. **022**, s. 2024

February 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)

**RESUMPTION OF SDO PREPARATION AND SUBOFFICE PROCESSING
OF CERTIFICATE OF COMPENSATION PAYMENT/
TAX WITHHELD (BIR FORM 2316)**

In view of the Revenue Memorandum Circular No. 29-2024 dated February 26, 2024, on the Extension of the Deadline for the Submission of the Certificate of Compensation Payment/Tax Withheld (BIR Form No. 2316) and Clarifications in Relations Thereof, printing of BIR Forms 2316 and subsequent dissemination from suboffices will resume.

Sub offices who have previously received/picked-up their station's BIR Forms 2316 are advised to continue the processing and are expected to submit/upload the scanned copies on *MS OneDrive – BIR 2316 2023* with file name format: SURNAME_TIN_PERIOD (*ALON_1234567890846_12312023*), not later than March 4, 2024.

For your information and compliance.



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

✉ deped.batangas@deped.gov.ph

🌐 www.depedbatangas.com