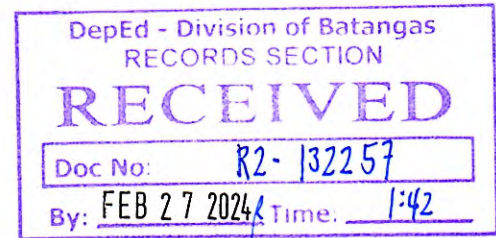




Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**



Advisory No. 024, 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](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	Tuy	007-027
2	Agoncillo	007-028
3	Lemery South	007-030
4	Tingloy	007-032
5	Bauan East	007-034
6	San Juan East	007-036
7	Sta. Teresita	007-037
8	Nasugbu West	007-038
9	San Nicolas	007-046
10	Malvar	127-014
11	Mataas Na Kahoy	127-015
12	Padre Garcia	127-017
13	Rosario East	127-018
14	San Jose	127-019
15	Sto. Tomas North	127-022
16	Talisay	127-024
17	Rosario West	127-035
18	Rosario East III	127-040
19	Sto. Tomas South	127-042
20	Laurel	127-043
21	Balete	127-047
22	SDO Sto. Tomas	127-048
23	Nurses	007-031
24	Batangas 1 – Insular	007-095
25	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. 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 2023* with file name format: SURNAME\_TIN\_PERIOD (*ALON\_1234567890846\_12312023*), not later than March 5, 2024 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.