



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

Advisory No. 030, s. 2026

February 6, 2026

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)

**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	Mataas na kahoy	127 - 015
15	Padre Garcia	127 - 017
16	San Luis	007 - 021
17	Talisay	007 - 024
18	Agoncillo	007 - 028
19	Tingloy	007 - 032
20	Sta. Teresita	007 - 037
21	Ananias C. Hernandez NHS(Arumahan NHS)	007 - 502



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



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59	Nagsaulay NHS	007 - 594
60	Lumbang Na Matanda NHS	007 - 641
61	Puting Kahoy NHS	007 - 648
62	Luya Integrated School	007 -655
63	Balakilong IS	007 -656
64	Bugaan IS	007 -657
65	Sampa-Pacifico IS	007 -658
66	Lucsuhin IS	007 -659
67	Marcos Espejo IS	007 -660
68	Cubamba-Gahol IS	007 -661
69	B.S. Marasigan MNHS	007 -662
70	Libato NHS	007 -663
71	Pulang Bato NHS	007 -664
72	San Gregorio IS	007 -665
73	Lumangbayan NHS	007 -666
74	Bayawang IS	007 -667
75	Pinagsibaan IS	007 -668
76	Mavalor	007 -669
77	Tambo IS	007 -670
78	San Pedro IS	007 -672
79	Calantas IS	007 -673
80	Luta Sur NHS	007 -674
81	Mainaga-San Francisco IS	007 -675
82	Nurses	031
83	SDO Calaca	
84	Lemery South	007 - 030

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)



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3. A scanned copy of the certificate of each employee indicating the required information must be uploaded to <https://tinyurl.com/BIR-2025-2316> MS OneDrive – BIR 2316 – 2025 with file name format: SURNAME_TIN_PERIOD (ALON_1234567890846_12312025), not later February 12, 2026, 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.


EUA/Advisory of Certificate of Compensation/
R2-149223/02/06/2026