



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

Advisory No. 031, s. 2026

February 10, 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	Malvar	127 – 014
2	Rosario East	007 – 018
3	Bauan East	007 – 034
4	Rosario East III	127 – 040
5	San Nicolas	007 – 046
6	Balete	007 – 047
7	Itlugan NHS	007 – 622
8	San Isidro (Malvar)	007 – 623
9	Malapad na Parang NHS	007 – 625
10	Batangas Culture and Arts HS	007 – 626
11	Sampiro NHS	007 – 627
12	Apolinario Mabini NHS	007 – 638
13	Sen. Gil Puyat NHS	007 – 637
14	Bunducan NHS	007 – 636
15	Santiago NHS	007 – 634
16	Pacita Ramos MNHS	007 – 635
17	Dr. Bonifacio Masilungan NHS	007 – 629
18	Saint Isidore NHS	007 – 628
19	San Nicolas NHS	007 – 630
20	Tuy NHS	007 – 631
21	Mabini NHS	007 – 632
22	Maximo T. Hernandez MNHS	007 – 633
23	Catandaan Yabut NHS	007 – 642



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24	Angeles Luistro NHS	007 – 643
25	Rosario Technical HS	007 – 644
26	Aplaya NHS	007 – 645
27	Dionisio P Vito NHS	007 – 646
28	Calantas NHS	007 – 647
29	San Jose	127 – 019
30	Emilia L. Malabanan NHS	007 – 649
31	Mabalor-Catandala IS	007 – 650
32	Procopio Mailig Memorial IS	007 – 651
33	Taysan	007 – 026
34	Insular	095
35	Talisay School Of Agriculture	007 – 639
36	Lipahan NHS	007 – 640
37	San Agustin IS	007 – 652
38	Mahanadiong NHS	007 – 653
39	As-Is IS	007 – 654
40	San Juan West	007 – 020
41	Taal	007 – 023
42	Laurel	007 – 043
43	Tuy	007 – 027

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 <https://tinyurl.com/BIR-2025-2316> MS OneDrive – BIR 2316 – 2025 with file name format: SURNAME_TIN_PERIOD (ALON_1234567890846_12312025), not later February 13, 2026, which will be subsequently submitted to the BIR. The two actual copies will serve as the



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employees' personal copies.

4. For your information and compliance.


EUA/ Advisory of Certificate of Compensation/
R2-149312/02/10/2026