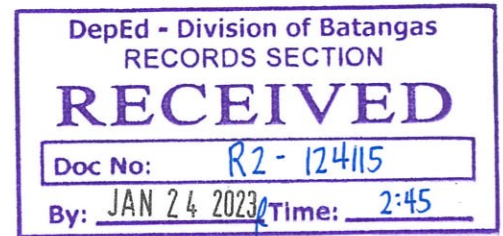




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**



**UNNUMBERED MEMORANDUM**

**TO :** Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Public School Heads  
All Others Concerned

**FROM :**  **MERTHEL M. EVARDOME, CESO V**  
Schools Division Superintendent 

**SUBJECT:** CERTIFICATE OF COMPENSATION PAYMENT/TAX WITHHELD  
FOR COMPENSATION PAYMENT WITH OR WITHOUT TAX  
WITHHELD (BIR FORM 2316)

**DATE :** January 24, 2023

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 districts/schools are now available for pick up at the SDO Records Section:

	DISTRICT/SCHOOL	STATION
1	Alitagtag District	007-001
2	San Pascual District	007-002
3	Balayan West District	007-003
4	Balayan East District	007-004
5	Bauan West District	007-005
6	Calaca District	007-006
7	Lian District	007-011
8	Lobo District	007-012
9	Mabini District	007-013
10	Nasugbu East District	007-016
11	Lemery South District	007-030
12	Tingloy District	007-032
13	Bauan East District	007-034
14	San Juan East	007-036
15	Sta. Teresita District	007-037
16	Nasugbu West	007-038
17	Nurses	007-031
18	Batangas-1 Insular Personnel	007-095
19	Batangas-2 Insular Personnel	127-095





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2. As per BIR Revenue Memorandum Circular No. 18-2021 dated January 27, 2021, BIR Form 2316 without the signature of concerned employee shall be accepted by the Bureau, provided that the certificates are duly signed by the authorized representative of the taxpayer-employer. However, 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 2022* with file name format: SURNAME\_TIN\_PERIOD (*ALON\_1234567890846\_12312022*), not later than February 3, 2023, which will be subsequently submitted to the BIR. All of the two actual copies will serve as the employees' personal copies.
4. For proper coordination and addressing of related matters, a virtual meeting with the concerned District Administrative Officers will be held on January 26, 2023, Thursday, 1:15 in the afternoon. Meeting link to be communicated with the AOs.
5. For your information and compliance.

