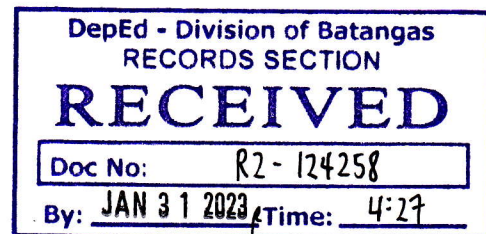




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS



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 31, 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	Agoncillo	007-028
2	Balete	127-047
3	Calatagan	007-007
4	Cuenca	007-008
5	Ibaan	007-009
6	Laurel	127-043
7	Lemery West	007-010
8	Malvar	127-014
9	Mataas Na Kahoy	127-015
10	Padre Garcia	127-017
11	Rosario East	127-018
12	Rosario East III	127-040
13	Rosario West	127-035
14	San Jose	127-019
15	San Juan West	007-020
16	San Luis	007-021
17	San Nicolas	007-046
18	Sto. Tomas North	127-022
19	Sto. Tomas South	127-042





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20	Taal	007-023
21	Talisay	127-024
22	Taysan	007-026
23	Tuy	007-027
24	Senior High School (Teaching)	007-700
25	Senior High School (Non-Teaching)	007-701

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 8, 2023, which will be subsequently submitted to the BIR. All of the two actual copies will serve as the employees' personal copies.

4. For your information and compliance.

