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

DepEd - Division of Batangas
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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 : February 02, 2022

1. The Certificate of Compensation Payment/Tax Withheld for Compensation Payment With or Without Tax Withheld (BIR Form 2316) of employees (3 copies for each employee) in the following districts/schools are now available for pick up in the SDO Records Section:

	DISTRICT / SCHOOL	STATION
1.	BALAYAN EAST DISTRICT	007-004
2.	BAUAN WEST DISTRICT	007-005
3.	CALACA DISTRICT	007-006
4.	CALATAGAN DISTRICT	007-007
5.	CUENCA DISTRICT	007-008
6.	DIVISION OFFICE	007-029
7.	INSULAR PERSONNEL	007-095
8.	BALETE DISTRICT	127-047
9.	INSULAR PERSONNEL	127-095
10.	TEACHING SENIOR HIGH SCHOOL	700
11.	NON-TEACHING SENIOR HIGH SCHOOL	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

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