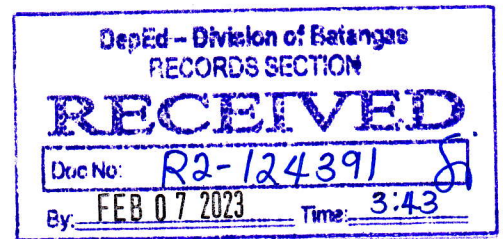




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS



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 : February 7, 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:

	SCHOOL	STATION
1	Ananias C. Hernandez NHS(Arumahan NHS)	007-502
2	Balibago-Biga NHS	007-504
3	Banyaga NHS	007-508
4	Bayanan NHS	007-510
5	Bigain NHS	007-514
6	Bilogo NHS	007-516
7	Bolbok NHS	007-517
8	Bukal NHS	007-520
9	Cahil NHS	007-521
10	Jaybanga NHS	007-522
11	Ilat NHS	007-527
12	Inicbulan NHS	007-528
13	Kaylaway NHS	007-529
14	Lucban NHS	007-532
15	Macalamcam-B NHS	007-537
16	Malabrigo NHS	007-538
17	Malaking Pook NHS	007-539
18	Malapad Na Bato NHS	007-541
19	Matabungkay NHS	007-544





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SCHOOLS DIVISION OF BATANGAS

20	Mayuro NHS	545
21	Palakpak NHS	548
22	Pinagbayanan NHS	552
23	San Isidro NHS (Taysan)	554
24	San Piro NHS	558
25	San Vicente Manalupang NHS	559
26	Maria Paz Fronda NHS (Santiago De Guzman NHS)	560
27	Papaya NHS	566
28	Tumalim NHS	567
29	Tilambo NHS	568
30	Timbugan NHS	569
31	Tulos NHS	572
32	Bulihan NHS	580
33	Don Julio Leviste MNHS	581
34	F.G. Perez NHS	582
35	Cuenca NHS	584
36	Batangas Province Science High School	586
37	Alupay NHS	587
38	Agoncillo NHS (Subic NHS)	592
39	Nagsaulay NHS	594
40	Itlugan NHS	622
41	San Isidro NHS (Malvar)	623
42	Malapad Na Parang NHS	625
43	Batangas Culture And Arts HS	626
44	Sampiro NHS	627
45	Saint Isidore NHS	628
46	Dr. Bonifacio Masilungan NHS	629
47	San Nicolas NHS	630
48	Tuy NHS	631
49	Mabini NHS	632
50	Maximo T. Hernandez MNHS	633
51	Santiago NHS	634
52	Pacita Ramos MNHS	635
53	Bunducan NHS	636
54	Sen. Gil Puyat NHS	637
55	Apolinario Mabini NHS	638
56	Talisay School Of Agriculture	639
57	Lipahan NHS	640
58	Lumbang Na Matanda NHS	641



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
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🌐www.depedbatangas.org



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59	Catandaan Yabut NHS	007-642
60	Angeles Luistro NHS	007-643
61	Rosario Technical HS	007-644
62	Aplaya NHS	007-645
63	Dionisio P Vito NHS	007-646
64	Calantas NHS	007-647
65	Putingkahoy NHS	007-648
66	Emilia L. Malabanan Integrated School	007-649
67	Mabalor-Catandala Integrated School	007-650
68	Procopio Mailig MIS	007-651
69	San Agustin IS	007-652
70	Mahanadiong NHS	007-653
71	As-Is Integrated School	007-654
72	Luya Integrated School	007-655
73	Balakilong Integrated School	007-656
74	Bugaan Integrated School	007-657
75	Sampa-Pacifico Integrated School	007-658
76	Lucsuhin Integrated School	007-659
77	Marcos Espejo Integrated School	007-660
78	Cubamba-Gahol IS	007-661
79	BS Marasigan MNHS	007-662
80	Libato NHS	007-663
81	Pulang Bato NHS	007-664
82	San Gregorio IS	007-665
83	Lumangbayan NHS	007-666
84	Bayawang Integrated School	007-667

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





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- 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 15, 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.

