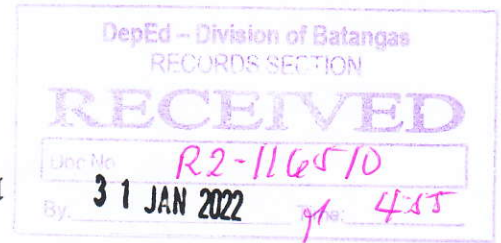




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS



**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, 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.ALITAGTAG DISTRICT	007-001
2.SAN PASCUAL DISTRICT	007-002
3.BALAYAN WEST DISTRICT	007-003
4.TEACHER NURSE	007-031
5.MALVAR DISTRICT	127-014
6.MATAAS NA KAHYOY DISTRICT	127-015
7.PADRE GARCIA DISTRICT	127-017
8.ALALUM NATIONAL HIGH SCHOOL	501
9.ARUMAHAN NATIONAL HIGH SCHOOL	502
10.BALIBAGO-BIGA NATIONAL HIGH SCHOOL	504
11.BANYAGA MUNTI NATIONAL HIGH SCHOOL	508
12.BAYANAN NATIONAL HIGH SCHOOL	510
13.BIGAIN NATIONAL HIGH SCHOOL	514
14.BILOGO NATIONAL HIGH SCHOOL	516
15.BOLBOK NATIONAL HIGH SCHOOL	517
16.BUKAL NATIONAL HIGH SCHOOL	520
17.CAHIL NATIONAL HIGH SCHOOL	521
18.JAYBANGA NATIONAL HIGH SCHOOL	522





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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. One copy of the certificate for each employee indicating the required information must be returned to the SDO thru the Records Section not later than February 14, 2022 which will be subsequently submitted to the BIR. The remaining copies are personal copy of the employees.
4. For your information and compliance.

