

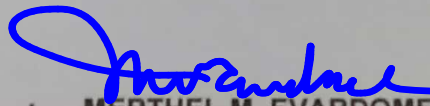


Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF BATANGAS



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 03, 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.	IBAAN DISTRICT	007-009
2.	SAN JOSE DISTRICT	127-019
3.	LAUREL DISTRICT	127-043
4.	ILAT NATIONAL HIGH SCHOOL	527
5.	INICBULAN NATIONAL HIGH SCHOOL	528
6.	KAYLAWAY NATIONAL HIGH SCHOOL	529
7.	LUCBAN NATIONAL HIGH SCHOOL	532
8.	MACALAMCAM-B NATIONAL HIGH SCHOOL	537
9.	MALABRIGO NATIONAL HIGH SCHOOL	538
11.	MALAKING POOK NATIONAL HIGH SCHOOL	539
12.	MALAPAD NA BATO NATIONAL HIGH SCHOOL	541
13.	MATABUNGKAY NATIONAL HIGH SCHOOL	544
14.	MAYURO NATIONAL HIGH SCHOOL	545
15.	PALAKPAK NATIONAL HIGH SCHOOL	548
16.	PINAGBAYANAN NATIONAL HIGH SCHOOL	552
17.	SAN ISIDRO NATIONAL HIGH SCHOOL	554
18.	SAN JOSE NATIONAL HIGH SCHOOL	555
19.	SAN PIRO NATIONAL HIGH SCHOOL	558
20.	SAN VICENTE MANALUPANG NATIONAL HIGH SCHOOL	559



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



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21.	MARIA PAZ FRONDA NATIONAL HIGH SCHOOL (SAN DIEGO DE GUZMAN NATIONAL HIGH SCHOOL)	560
22.	PAPAYA NATIONAL HIGH SCHOOL	566
23.	TUMALIM NATIONAL HIGH SCHOOL	567
24.	TILAMBO NATIONAL HIGH SCHOOL	568
25.	TIMBUGAN NATIONAL HIGH SCHOOL	569
26.	TULOS NATIONAL HIGH SCHOOL	572
27.	BULIHAN NATIONAL HIGH SCHOOL	580
28.	DON JULIO LEVISTE MEMORIAL NATIONAL HIGH SCHOOL	581
29.	FRANCISCO G. PEREZ MEMORIAL NATIONAL HIGH SCHOOL	582
30.	CUENCA NATIONAL HIGH SCHOOL	584
31.	CALUBCUB NATIONAL HIGH SCHOOL	585
32.	BATANGAS PROVINCE SCIENCE HIGH SCHOOL	586
33.	ALUPAY NATIONAL HIGH SCHOOL	587

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 10, 2022 which will be subsequently submitted to the BIR. The remaining copies are personal copy of the employees.

4. For your information and compliance.



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