



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

DepEd - Division of Batangas  
 RECORDS SECTION  
**RECEIVED**  
 Doc No: R2 - 116584  
 By: FEB 07 2022 Time: 3:15

**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 07, 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.	LEMERY WEST DISTRICT	007-010
2.	LIAN DISTRICT	007-011
3.	LOBO DISTRICT	007-012
4.	MABINI DISTRICT	007-013
5.	NASUGBU EAST DISTRICT	007-016
6.	SAN JUAN WEST DISTRICT	007-020
7.	SAN LUIS DISTRICT	007-021
8.	SAN JUAN EAST DISTRICT	007-036
9.	ROSARIO EAST I DISTRICT	127-018
10.	AGONCILLO NATIONAL HIGH SCHOOL (SUBIC NATIONAL HIGH SCHOOL)	592
11.	NAGSAULAY NATIONAL HIGH SCHOOL	594
12.	BANOYO NATIONAL HIG SCHOOL	621
13.	ITLUGAN NATIONAL HIGH SCHOOL	622
14.	SAN ISIDRO NATIONAL HIGH SCHOOL (MALVAR)	623
15.	MALAPAD NA PARANG NATIONAL HIGH SCHOOL	625
16.	BATANGAS CULTURE AND ARTS HIGH SCHOOL	626
17.	SAMPIRO NATIONAL HIGH SCHOOL	627
18.	SAINT ISIDORE NATIONAL HIGH SCHOOL	628





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

19.	DR. BONIFACIO MASILUNGAN NATIONAL HIGH SCHOOL	629
20.	SAN NICOLAS NATIONAL HIGH SCHOOL	630
21.	TUY NATIONAL HIGH SCHOOL	631
22.	MABINI NATIONAL HIGH SCHOOL	632
23.	MAXIMO T. HERNANDEZ MEMORIAL INTEGRATED HIGH SCHOOL	633

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.

