



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 08, 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.	STO TOMAS NORTH DISTRICT	007-022
2.	STO TOMAS SOUTH DISTRICT	007-042
3.	TAAL DISTRICT	007-023
4.	ROSARIO (II) WEST DISTRICT	127-035
5.	ROSARIO (III) EAST DISTRICT	127-040
6.	SANTIAGO NATIONAL HIGH SCHOOL	634
7.	PACITA RAMOS MENDOZA MEMORIAL NATIONAL HIGH SCHOOL	635
8.	BUNDUCAN NATIONAL HIGH SCHOOL	636
9.	SEN. GIL PUYAT NATIONAL HIGH SCHOOL	637
10.	APOLINAR MABINI NATIONAL HIGH SCHOOL	638
11.	TALISAY SCHOOL OF AGRICULTURE	639





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12.	LIPAHAN NATIONAL HIGH SCHOOL	640
13.	LUMBANG NA MATANDA NATIONAL HIGH SCHOOL	641
14.	CATANDAAN YABUT NATIONAL HIGH SCHOOL	642
15.	ANGELES LUISTRO NATIONAL HIGH SCHOOL	643
16.	ROSARIO TECHNICAL HS	644
17.	APLAYA NATIONAL HIGH SCHOOL	645
18.	DIONISIO P VITO NATIONAL HIGH SCHOOL	646
19.	CALANTAS NATIONAL HIGH SCHOOL	647
20.	PUTING KAHOY NATIONAL HIGH SCHOOL	648
21.	EMILIA L. MALABANAN NATIONAL HIGH SCHOOL	649
22.	MABALOR-CATANDALA INTEGRATED SCHOOL	650
23.	PROCOPIO MAILIG MEMORIAL INTEGRATED SCHOOL	651
24.	SAN AGUSTIN INTEGRATED SCHOOL	652
25.	MAHANADIONG NATIONAL HIGH SCHOOL	653
26.	AS-IS INTEGRATED SCHOOL	654
27.	LUYA INTEGRATED SCHOOL	655
28.	BALAKILONG INTEGRATED SCHOOL	656
29.	BUGAAN INTEGRATED SCHOOL	657
30.	SAMPA-PACIFICO INTEGRATED SCHOOL	658
31.	LUCSUHIN INTEGRATED SCHOOL	659
32.	MARCOS ESPEJO INTEGRATED SCHOOL	660
33.	CUBAMBA-GAHOL INTEGRATED SCHOOL	661
34.	BASILIO S. MARASIGAN MEMORIAL NATIONAL HIGH SCHOOL	662
35.	LIBATO NATIONAL HIGH SCHOOL	663



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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.

