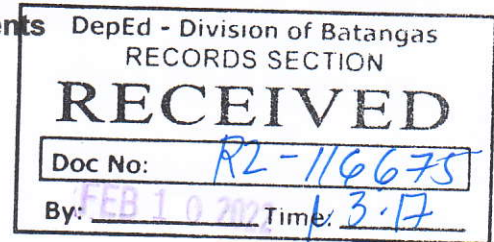




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

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 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.	TALISAY DISTRICT	127-024
2.	TAYSAN DISTRICT	007-026
3.	TUY DISTRICT	007-027
4.	AGONCILLO DISTRICT	007-028
5.	TINGLOY DISTRICT	007-032
6.	BAUAN EAST DISTRICT	007-034
7.	STA. TERESITA DISTRICT	007-037
8.	NASUGBU WEST DISTRICT	007-038
9.	SAN NICOLAS DISTRICT	007-046
10.	PULANG BATO NATIONAL HIGH SCHOOL	664
11.	SAN GREGORIO INTEGRATED SCHOOL	665
12.	LUMANGBAYAN NATIONAL HIGH SCHOOL	666





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13.	LEMERY SOUTH DISTRICT	007-030
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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 18, 2022 which will be subsequently submitted to the BIR. The remaining copies are personal copy of the employees.
4. For your information and compliance.

