



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

June 8, 2023

DIVISION MEMORANDUM
OSDS No. 74, s. 2023

SEMINAR WORKSHOP ON THE PROPER WITHHOLDING OF TAXES AND REMITTANCES THROUGH ELECTRONIC TAX REMITTANCE ADVICE (eTRA)

To: Assistant Schools Division Superintendent
IUs & Non-IUs School Heads
IUs & Non-IUs School – based Bookkeepers

1. The SDO Tacurong City – Finance unit will conduct Seminar-Workshop on Proper Withholding of Taxes and Remittance through eTRA for the proper imposition of tax rates and online processing of remittances using Electronic Filing Payment System (eFPS) of all schools on June 15, 2023, 8:00 a.m. – 5:00 p.m. at Conference Hall, SDO Tacurong City.
2. The objectives of this seminar workshop are:
 - a. to capacitate participants for the uniform understanding of the government tax accounting;
 - b. to update the participants on the existing and new issuances on tax matters; and
 - c. to equip participants on the proper usage of Enhanced Filing payment system.
3. The resource speakers of the said seminar workshop are coming from BIR Revenue District Office No. 109, Tacurong City, Sultan Kudarat.
4. The participants are the School – based Bookkeepers (IUs & Non -IUs) and the Division – based finance personnel. All participants are reminded to bring their own laptop and notebook. No proxy is allowed.
5. All participants are reminded to bring their own laptop and notebook and no proxy is allowed.
6. Meals, snacks and other related expenses to SDO local fund submit to accounting and auditing regulations.



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7. For the information, guidance, and compliance of all concerned.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Encl: None

Reference: None

Allotment: None

To be indicated in the Perpetual Index under the following Subjects:

JGS/OSDS-FU/DM – SEMINAR WORKSHOP ON THE PROPER WITHHOLDING OF TAXES AND REMITTANCES THRU ELECTRONIC TAX REMITTANCE ADVICE (eTRA)/June 9, 2023



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