



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

February 14, 2024

DIVISION MEMORANDUM
OSDS No. 024, s. 2024

DEADLINE OF SUBMISSION OF MONTHLY TAX WITHHELD

To: IUs & Non-IUs School Heads
IUs & Non-IUs School – based Bookkeepers

1. To ensure timely submission of various consolidated reports in compliance with the DepEd Central, Regional Office, DBM and COA requirements, all School Heads and school -based finance personnel are advised to submit monthly Tax withheld at SDO Tacurong City Accounting Section using the unified google sheet form.
2. The deadline of submission will be on or before 25th day of the month, 5:00 p.m. If that 25th day of the month will fall on holidays or weekend, deadline will be on following working day, 1:00 p.m.
3. All division related policies and other issuances which are inconsistent with the provision of this memorandum are hereby repealed and modified.
4. For the information, guidance, and compliance of all concerned.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent 

Enclosures: None.
Reference:
Allotment: none
To be included in the perpetual Index under

REPORTS RECORDS

JGS/OSDS/DM/ DEADLINE OF SUBMISSION OF MONTHLY TAX WITHHELD/ February 14, 2024



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