



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

March 27, 2024

DIVISION MEMORANDUM
OSDS No. 051, s. 2024

SUBMISSION OF SIGNED BIR FORM 2316 TO THE DIVISION OFFICE

To: OIC - Assistant Schools Division Superintendent
IU School Heads
Administrative Assistant II
School - based Finance personnel
This Division

1. To ensure timely submission of signed and scanned BIR Form 2316 in compliance with the BIR Revenue Memorandum Circular No. 29-2024 re: Extension of the Deadline for the Submission of the Certificate of Compensation Payment/Tax Withheld (BIR Form No. 2316) and Clarifications in Relation Thereof, school - based personnel are directed to be the in -charge personnel in obtaining the necessary signatures from all teachers.
2. Please refer to the Enclosure 1 for the process flow and its corresponding deadlines.
3. For the information, guidance, and compliance of all concerned.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent 

Enclosures: None.

Reference: None

Allotment: None

To be included in the perpetual Index under
RECORDS

JGS/OSDS/DM/ SUBMISSION OF SIGNED BIR FORM 2316/ March 27, 2024



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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

Enclosure 1 to Division Memo OSDS No. 051

**PROCESS FLOW FOR OBTAINING TEACHERS' SIGNATURES AND
SUBMITTING SIGNED BIR FORM 2316 TO THE DIVISION OFFICE**

Step 1: Clustered/School Bookkeepers shall get the BIR Form to the SDO Accounting Office on April 1, 2024.

Step 2: For Elementary schools, Administrative Officer II shall collect the BIR Form to the Central School (Clustered Bookkeepers) and distribute it to teachers for signature.

Note 1: AO II and Secondary Bookkeepers are responsible for checking the completeness of the signatures to the form before forwarding to the Clustered Bookkeepers for Elementary level and to the Division Office for Secondary level.

Step 3: After obtaining signatures from all teachers, AO II shall forward the signed BIR Form 2316 to Clustered Bookkeepers and Secondary Bookkeepers shall forward the signed BIR Form 2316 to SDO Accounting Office.

Note 1: AO II and Secondary Bookkeepers are responsible to check the completeness of the signatures to the form before forwarding to the Clustered Bookkeepers for Elementary level and to the Division Office for Secondary level.

Note 2: Clustered Bookkeepers and Secondary Bookkeepers shall forward the signed BIR Form 2316 to the SDO Accounting Office on April 4, 2024.



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong_city@deped.gov.ph
Website: depedtacurong.org