



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

October 15, 2024

DIVISION MEMORANDUM
OSDS No. 118, s. 2024

CONDUCT OF YEAR -END ADJUSTMENT AND TAX UPDATES BRIEFING

To: School Heads
School -based Bookkeepers

1. In line with the invitation letter received from the Bureau of Internal Revenue (BIR) RDO 109 dated October 10, 2024, the Schools Division of Tacurong City shall conduct Year -end adjustment and Tax Updates Briefing for all the finance officers on October 29, 2024, from 8:00 a.m. – 5:00 p.m., at the SDO Conference Hall.
2. The objectives of this meeting are as follows:
 - a. To discuss pertinent laws and regulations on taxation.
 - b. To provide updates on government withholding taxes
 - c. To address other related matters
3. The following are the participants on this activity:
 - a. All School -based bookkeepers
 - b. All division finance personnel
4. Immediate dissemination of this Memorandum is desired.


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/ CONDUCT OF YEAR-END ADJUSTMENT AND TAX UPDATES BRIEFING/ October 15, 2024



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