



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

February 18, 2025

DIVISION MEMORANDUM
OSDS No. 019, s. 2025

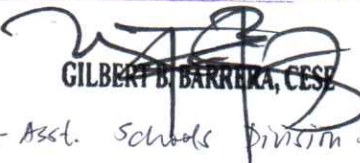
SUBMISSION AND RETRIEVAL OF SIGNED BIR FORM 2316

To: Assistant Schools Division Superintendent
School Heads
Administrative Officer II
School – based Finance personnel
This Division

1. In compliance with the mandatory submission of Certificate of Compensation Payment and Tax Withheld (BIR Form No. 2316) as stated in BIR Revenue Regulation No. 11-2018, this office informs all School Heads, Administrative Officer II and School – based Bookkeepers to facilitate the obtaining of signatures from the teachers and the retrieval of the said form.
2. To ensure timely submission of signed and scanned BIR Form, the Administrative Officer II or Bookkeepers shall get the form from the Accounting Office on or before **February 19, 2025**, obtain the necessary signatures from teachers, retrieve, and return the signed BIR 2316 form to the Accounting Office. (Please see Enclosure 1 for the list of AO IIs or Bookkeepers in -charge per school)
3. The signed BIR Form No. 2316 shall be returned to the SDO- Accounting Section **on or before February 28, 2025**, for scanning and consolidation. Submission beyond the deadline shall not be accepted, and the concerned personnel shall be responsible for submitting the form directly to the BIR Office.
4. For the information, guidance, and compliance of all concerned.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

For and in the absence of


GILBERT B. BARRERA, CSE

DIC- Asst. Schools Division Superintendent

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

JGS/OSDS/DM/ SUBMISSION AND RETRIEVAL OF SIGNED BIR FORM 2316/ February 18, 2025



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



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Enclosure 1 to Division Memo OSDS No. 019

**LIST OF PERSONNEL IN CHARGE OF OBTAINING SIGNATURES AND
RETRIEVAL OF SIGNED BIR FORM 2316**

Name	Position	School
1.Cleo Irene I. Daros	Bookkeeper	Tacurong Pilot Elementary School
2.Raddy P. Sandig	AO II	Amado Fernandez Sr. CS
3.Catherine Lozano	Bookkeeper	Victorina Dasmarinan Elementary School & San Rafael Elementary School
4.Glory Grace Albaran	AO II	Casilda P. Venus ES & PAES
5.Chinnie B. Quibuyen	AO II	Tina Elementary School
6.Jacqueline F. Duadua	AO II	San Emmanuel Elementary School
7.Krizle C. Rosales	AO II	New Isabela Central Elementary School
8.Concepcion Paclibar	AO II	J Hector Lacson Elementary School
9.Merry Ann S. Villamor	AO II	Maria Z. Bayya Elementary School
10.Febriene Kate E. Purazo	Bookkeeper	Kalandagan Elementary School
11.Sarrah Jane G. Ruelan	AO II	Maria A. Montilla Elementary School
12.Raiza Grace O. Leynes	AO II	San Antonio Elementary School
13.Daniel E. Costas	AO II	Buenaflor Elementary School
14.Geosalyn L. Macailing	AO II	New Lagao Elementary School
15.MariaLina A. Toring	AO II	Dr. Manuel J. Grino MCS
16.Heaven Grace B. Arroza	Bookkeeper	Abang -Suizo Integrated School
17.Josie E. Lavallo	AO II	Josue Alcasid Central School & Upper Katungal Elementary School
18.Paulo Miguel C. Segura	AO II	Lancheta -Magallon Elementary School
19.Doreen Lou J. Estanislao	AO II	Lourdes -Pama Elementary School



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20. Jeffrey A. Collantes	Bookkeeper	Rajah Muda Elementary School MAIN & BEAM
21. Michelle M. Dorado	AO II	Elisa P. Bernardo Memorial ES MAIN & BEAM
22. Merry Queen S. Quines	Bookkeeper	Upper Katungal National High School
23. Maricar S. Batislaong	Bookkeeper	San Emmanuel National High School
24. Glaiza S. Dasmarinas	Bookkeeper	Rajah Muda National High School
25. Nelyn S. Reyes	Bookkeeper	Apolinario S. Bernardo MNHS
26. Eljan Diaz	Bookkeeper	San Pablo National High School
27. Belinda B. Gabiazon	Bookkeeper	Virginia F. Grino MNHS-SHS
28. Hyaseth Hope B. Fuentes	Bookkeeper	Tacurong National HS - SHS



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