



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

February 26, 2026

DIVISION MEMORANDUM  
OSDS- 2026 - 039

**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 27, 2026**, 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 March 6, 2026** 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

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 26, 2026



Address: Alunan Highway, Poblacion, Tacurong City 9800  
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Enclosure 1 to Division Memo OSDS No. 039

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

<b>Name</b>	<b>Position</b>	<b>School</b>
1. Angel Kris Simon	Bookkeeper	Tacurong Pilot Elementary School
2. Rodna Rivalal - Eging	AO II	Amado Fernandez Sr. CS
3. Glaiza Dasmaringas	AO II	Victorina Dasmaringas Elementary School
4. Raddy Sandig	AO II	San Rafael Elementary School
5. Glory Grace Albaran	AO II	Casilda P. Venus ES
6. Geosalyn Macailing	AO II	Pedregosa- Acosta ES
7. Chinnie B. Quibuyen	AO II	Tina Elementary School
8. Jacqueline F. Duadua	AO II	San Emmanuel Elementary School
9. Krizle C. Rosales	AO II	New Isabela Central Elementary School
10. Daniel Costas	AO II	J Hector Lacson Elementary School
11. Raiza Grace Leynes	AO II	Maria Z. Bayya Elementary School
12. Josie Lavalle	AO II	Kalandagan Elementary School
11. Michelle Dorado	AO II	Maria A. Montilla Elementary School
12. Kathryna Celendro	AO II	San Antonio Elementary School
13. Sarrah Jane Ruelan	AO II	Buenaflor Elementary School
14. Heaven Grace Arroza	AO II	New Lagao Elementary School
15. MariaLina A. Toring	AO II	Dr. Manuel J. Grino MCS
16. Concepcion Paclibar	AO II	Abang -Suizo Integrated School
17. Clarise Fabrigar	AO II	Josue Alcasid Central School
18. Roselle Carvajal	AO II	Upper Katungal Elementary School
19. Paulo Miguel C. Segura	AO II	Lancheta -Magallon Elementary School



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19. Rey Mark Pama	AO II	Lourdes -Pama Elementary School
20. Doreen Lou Danoy	AO II	Rajah Muda Elementary School MAIN & BEAM
21. Grace Pamposa	AO II	Elisa P. Bernardo Memorial ES MAIN & BEAM
22. Adelpa Abenoja	AO II	Upper Katungal National High School
23. Maricar S. Batislaong	Bookkeeper	San Emmanuel National High School
24. Edmar Panila	Bookkeeper	Rajah Muda National High School
25. Catherine Lozano	AO II	Apolinario S. Bernardo MNHS
26. Merry Ann Villamor	AO II	San Pablo National High School
27. Belinda B. Gabiazon	Bookkeeper	Virginia F. Grino MNHS-SHS
28. Nelyn Reyes	Bookkeeper	Tacurong National HS - SHS



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