



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

**Office of the Schools Division
Superintendent**

Division Memorandum No. 029
Series 2021

To : SDO Personnel, School Heads, Teaching and Non-Teaching Personnel and
All concerned personnel in the Division

Subject: Accomplishment, Update and Submission of Certificate of
Compensation/Tax Withheld (BIR Form 2316) of Teaching & Non-
Teaching Personnel FY 2020

From : The Schools Division Superintendent
Date : February 2, 2021

PARTICULARS

1. Please be informed that the submission of the duplicate original copy of Certificate of Compensation/Tax Withheld (BIR Form No. 2316) to the Revenue District Office is on or before February 28.
2. In view of this, all concerned personnel in the Division Office, School Heads, Teaching and Non-Teaching Personnel are required to accomplish the original copy of Certificate of Compensation/Tax Withheld (BIR Form 2316) and submit the original form to the Administrative Office 2 with two (2) photocopies on or before February 12, 2021 for consolidation and sorting of the personnel in-charge.
3. For your information, guidance and strict compliance.


LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent

With hundred reasons to serve!



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