



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

SEP 11 2024

DIVISION MEMORANDUM

No. 509, s. 2024

**SUBMISSION OF OTHER BENEFITS FOR THE
TAX COMPUTATION FOR CY 2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
Public Schools District Supervisors / CLD
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Enclosed is a copy of **Regional Memorandum No. 810 s.2024** dated September 9, 2024 titled "*Submission of other benefits for the Tax Computation for CY 2024*".
2. Immediate dissemination of this Memorandum is desired.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent 

No of Pages including this Document: 2

Enclosure : As stated,

Reference : As stated

Allotment : N/A

Encl.: As stated

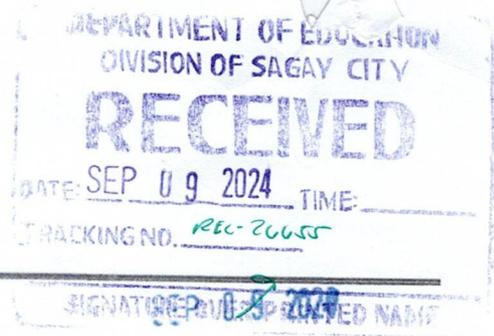
ADMIN/NABDON 9/10/24



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597 / sagaycity001@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION VI - WESTERN VISAYAS



REGIONAL MEMORANDUM

No. 810, s. 2024

**SUBMISSION OF OTHER BENEFITS FOR THE
 TAX COMPUTATION FOR CY 2024**

To: Schools Division Superintendents
 Division Accountants/ Administrative Officers/ School Bookkeepers

Principals/ Officers-In-Charge of RPSU -paid Secondary Schools
 All Others Concerned

1. To facilitate the computation of taxes of the teaching and non-teaching personnel under the Regional Payroll Services Unit, this Office hereby directs the School Division Offices and Secondary Implementing Units to submit the list of personnel with other benefits received for CY 2024.
2. The template will be the division payroll verifier database that will incorporate other benefits (see attached template).
3. The consolidated summary of personnel with other benefits shall be submitted in Excel Format on or before September 27, 2024.
4. Further, there shall be no integration of newly hired and transferred teaching and non-teaching personnel under RPSU starting October 2024 up to December 2024.
5. For clarification, contact Mr. Melpen S. De Los Santos, Administrative Aide VI, with contact number (033) 337-0149 loc. 1026 and email address melpen.delossantos@deped.gov.ph
6. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
 Regional Director

Encl.: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

TAX

EMPLOYEE

OFFICIALS

RO-ASD-RPSU-TAX2024-001



Address: Duran Street, Iloilo City, 5000
 Telephone Nos: (033) 337-0149; 336-2816
 Email Address: region6@deped.gov.ph
 Website: region6.deped.gov.ph



Certificate No. PHP QMS