



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

SEP 11 2024

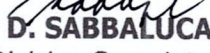
**DIVISION MEMORANDUM**

No. 569, s. 2024

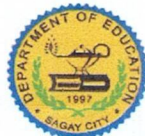
**SUBMISSION OF OTHER BENEFITS FOR THE  
TAX COMPUTATION FOR CY 2024**

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

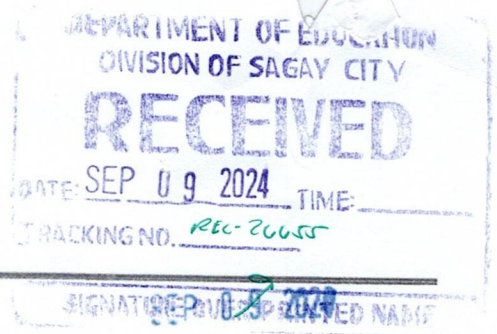
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Enclosure : As stated,  
Reference : As stated  
Allotment : N/A  
Encl.: As stated  
ADMIN/NABDON 9/10/24



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Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS



REGIONAL MEMORANDUM

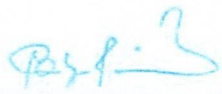
No. 810, s. 2024

**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](mailto:melpen.delossantos@deped.gov.ph)
6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

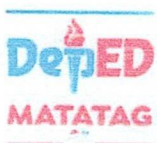
Encl.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

TAX

EMPLOYEE

OFFICIALS

RO-ASD-RPSU-TAX2024-001



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