



Republic of the Philippines
Department of Education
REGION VI – Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

FEB 20 2025

Division MEMORANDUM

No. 136, s. 2025

ACCOMPLISHMENT AND SUBMISSION OF BIR FORM 2316

To: OIC, Asst. Schools Division Superintendent
CID & SGOD Chiefs
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All other concerned

1. In compliance with the Bureau of Internal Revenue's requirement for the annual submission of BIR Form 2316, all teaching and non-teaching personnel are instructed to accomplish the form and submit one (1) Hard copy for the Division Office and Scanned (pdf) copies to the Records Section not later than February 25, 2025.
2. Please ensure all items on the form are filled out completely. The first copy of the form should be retained as a personal file, the second copy shall be returned to the Division Office, and the last copy shall be filed in the school's records.
3. For the soft copy submission, please use the following format: "SURNAME_TIN number_12312025 (e.g. DE LA CRUZ_488408304_12312025)." Scanned copies must be uploaded per school using this link: <https://shorturl.at/cfQUu>
4. School Heads must monitor the completeness and on-time submission of accomplished forms by their respective teachers. Individual submissions are strongly discouraged.
5. Immediate, wide dissemination, and compliance of this Memorandum are desired.

DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Enclosure : As stated
Reference :
Allotment : N/A
No. of Pages : 1
to be indicate in the **Perpetual Index** under the following subjects:

FORMS

PERSONNEL



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