



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

DIVISION MEMORANDUM

No. 319, s. 2025

MAY 26 2025

WITHHOLDING OF TAXES ON PURCHASES OF GOODS AND SERVICES OF ALL NON-IU SCHOOLS USING MOOE AND OTHER FUNDS DOWNLOADED THRU CASH ADVANCE

To: Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD and CID
Public Schools District Supervisors
Public Secondary and Elementary School Heads
All Others Concerned

1. In reference to the result of the audit conducted by COA to CY 2024 liquidations of Cash Advances for downloaded MOOE to non-IU schools of this Division, COA particularly noted that non-IU schools were not able to deduct and withhold taxes from the payments to suppliers of goods and services, inconsistent with the provisions of Revenue Memorandum Order No. 23-20214 with subject title "*Obligations of Government Agencies, Bureaus and Instrumentalities as Withholding Agents*" dated June 20, 2014 and Revenue Regulations No. 2-2021 dated April 8, 2021 subject title "*Amending Certain Provisions in Revenue Regulations No. 2-98, as Amended, to Implement the Amendments Introduced by Republic Act No. 11534, to the NIRC Code of 1997, as Amended, Relative to Final Tax on Certain Passive Income*" issued by Bureau Internal Revenue (BIR), mandating the withholding of taxes by all government offices that are constituted as withholding agents for purposes of the creditable tax required to be withheld in purchases of goods or services.
2. COA reiterated on the audit findings that non-withholding of the corresponding taxes as required by BIR rules and regulations deprived the government of prompt utilization of the funds derived therefrom that it may use for the implementation of its programs and projects.
3. Anent to, all non-IU schools shall immediately comply the BIR rulings to withheld applicable tax to all purchase transactions made by schools using the MOOE and other funds or financial assistance downloaded to the school.
4. The Accounting Unit will spearhead the conduct of orientation to Administrative Assistants III and II assisting the schools in carrying out financial management transactions and reporting as to the preparation of BIR forms for creditable withholding tax and its guidelines and ensure its immediate implementation.
5. There shall be no discrimination in the implementation of this Memorandum on account of age, school, gender, civil status, disability and religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
6. Widest and immediate dissemination of this Memorandum is desired.


DANNIE CLARK M. UGUIL, CESE
OIC- Schools Division Superintendent

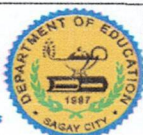


Encl: None.

Reference: COA AOM No. 2025-07, BIR RMO No. 23-2014 dated 6/20/2014, BIR RR No. 2-2021 dated 4/8/21

To be indicated in the Perpetual Index
under the following subjects:

memo
Accounting 5/26/2025



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