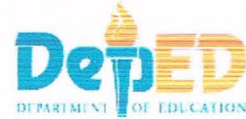




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



Office of the City Schools Division Superintendent



Telefax No.: 0825538396; 0825538376

Email address: [depeddigos7@gmail.com](mailto:depeddigos7@gmail.com)

Division Memorandum No. 307, s. 2015

TO: ALL EMPLOYEES HIRED ON 2015 WHO HAVE PREVIOUS EMPLOYMENTS

FROM: For and in the absence of the Assistant Schools Division Superintendent, Officer-in-Charge:

  
**OLIVA P. MIRANDA, MPA, CESE**  
OIC-ASDS  
Officer-in-Charge 



SUBJECT: SUBMISSION OF THE B.I.R. FORM 2316

DATE: November 13, 2015

In view of the finalization of the Bureau of Internal Revenue (BIR) Alpha List for the Calendar Year 2015, all employees hired on 2015 who have previous employments are required to submit their BIR Form 2316 to the Accounting Section not later than November 23, 2015 for the integration and proper computation of tax due. Failure to do so will result to the erroneous amount of tax due.

For you information and strict compliance.