



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




Office of the City Schools Division Superintendent

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Division Memorandum No. 623, s. 2016

TO: ALL EMPLOYEES HIRED IN C. Y. 2016 WHO HAVE PREVIOUS EMPLOYMENTS

FROM:   
DEE D. SILVA, DPA, CESO VI  
Schools Division Superintendent

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

DATE: October 19, 2016

In view of the finalization of the Bureau of Internal Revenue (BIR) Alpha List for the Calendar Year (CY) 2016, all employees hired in C.Y. 2016 who have previous employments are required to submit their BIR Form 2316 to the Accounting Section not later than October 28, 2016 for the integration and proper computation of tax due. Failure to do so will result to the erroneous amount of tax due.

For your information and strict compliance.

DepEd Schools Division Office  
**RELEASED** 9851  
Date: OCT 19 2016 Time: 2:25 pm  
By: 