



Republic of the Philippines
Department of Education

Region VIII

SCHOOLS DIVISION OF NORTHERN SAMAR



DIVISION MEMORANDUM

No. 0033, s. 2023

**TO: PSDSs and PICs
School Principals/School Heads
Administrative Officers II**

SUBJECT: Submission and distribution of BIR Form No. 2316

DATE: January 31, 2023

1. In compliance to the mandatory filing/submission of Certificate of Compensation payment/Tax Withheld (BIR Form No. 2316), this Office hereby informs all Public School District Supervisors, Elementary/Secondary School Heads and Administrative Officers to facilitate the distribution and submission of Annex F, BIR Form No. 2316 and its soft copies.
2. District shall scan the said form before distribution.
3. Upon submission of soft copies of the BIR Form No. 2316, the following procedures shall be strictly observed:
 - a. Scan the BIR Form No. 2316 through scanning machine or device.
 - b. Store the soft copies of BIR Form 2316 using the "PDF" file format with the filenames alphabetically arranged in a Universal Storage Bus (USB) memory stick. Each BIR Form 2316 filename shall contain the following information:
 - Surname of the employee
 - Taxpayer Identification Number (TIN) of the employee; and
 - Taxable period

Example: **Dela Cruz_460713426000_12312021**
4. The "Annex F" (3 copies) together with soft copies shall be submitted to the SDO on or before **February 24, 2023**.
5. For immediate dissemination and compliance.


LANI H. CERVANTES, CESO VI
Schools Division Superintendent



"Soar High, Northern Samar Division!"

