



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

November 29, 2021

DIVISION MEMORANDUM
No. 545, s. 2021

SUBMISSION AND PRINTING OF BIR FORM 2316 FOR CY 2021

To: **School Heads of Implementing Units (RPSU Paid)**
All Others Concerned

1. Attached is a copy of the Regional Memorandum No. 745, s. 2021 dated November 09, 2021, titled "**Submission and Printing of BIR Form 2316 for CY 2021**".
2. Immediate dissemination of and compliance with this memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

PYM/mtb



Poblacion, Numancia, Aklan
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

NOV 22 2021

REGIONAL MEMORANDUM

No. 190 s. 2021

SUBMISSION AND PRINTING OF BIR FORM 2316 FOR CY 2021

To: Schools Division Superintendents
All Others Concerned

1. To facilitate the printing of BIR Form No. 2316 (Certificate of Compensation Payment/Tax Withheld) for CY 2021, the Schools Division Offices (SDOs) and Regional Payroll Services Unit (RPSU) paid Secondary Schools concerned are requested to submit to RPSU not later than December 29, 2021, the continuous blank BIR Form 2316 (latest form with bar code) equivalent to the number of personnel under their respective Divisions including the non-implementing units (Non-IUs) secondary schools of the Divisions.
2. The RPSU will only print BIR Form 2316 of the Schools Division Offices and Secondary Schools which have submitted the blank continuous forms on time. The RPSU will furnish a soft copy of the data to those division offices and secondary schools which would fail to submit on time for them to print their BIR Form 2316 through the downloadable form in the BIR website.
3. The printed BIR Form No. 2316 must be given to every taxpayer on or before January 31 of the following year to avoid penalty as provided by revenue laws.
4. For clarification, the SDOs can contact Mr. Melpen De los Santos, Administrative Aide VI, with contact number 09564261264.
5. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Regional Director

To be indicate in the Perpetual Index
under the following subject:

Tax Employee



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653, (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Regional Memorandum	Dep'd. RM-ADM-RM-14	November 17, 2021	New

