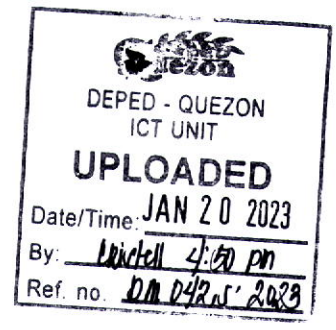




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



19 January 2023

DIVISION MEMORANDUM
 DM No. 042, s. 2023

SCHEDULE OF RELEASE AND SUBMISSION OF BIR FORM 2316 FOR FY 2022

To: Assistant Schools Division Superintendents
 Division Chiefs
 Section Heads
 Elementary and Secondary School Heads of Non-Implementing Units (Non-IUs)
 All Other Concerned

- In compliance with Revenue Regulations Nos. 11-2013, 11-2018, and 16-021, this office announces the requirements, instructions, and deadline of submission of the Certificate of Compensation Payment/ Tax Withheld (BIR Form 2316).
- The schedule/ deadlines are as follows:

Activities	Schedule/Deadline	Responsible Unit
a. Editing and Printing of BIR Form 2316	January 16, 2023 – February 3, 2023	Division and Sub-Offices Accounting Personnel
b. Pick-up of BIR Form 2316	February 6, 2023	District/ Designated Liaison Officers
c. Distribution and accomplishment of BIR Form 2316	February 6-10, 2023	All Personnel
d. Scanning of BIR Form 2316	February 13-14, 2023	School Head/ District Personnel
e. Submission of Scanned BIR Form 2316 to Sub-Office	February 15, 2023	District/ Designated Liaison Officers
f. Submission of scanned BIR Form 2316 from Sub-office to Division Office	February 16, 2023	Sub-offices Personnel
g. Completion of Scanned Copy	February 17, 2023	Division Accounting Personnel
h. Preparation of alphalist and Annex F	February 20-24, 2023	Division Accounting Personnel
i. Notarization of Annex F	February 27, 2023	Division Accounting Personnel
j. Submission to BIR	February 28, 2023	Division Accounting Personnel

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3. Moreover, all Liaison Officers who will pick up BIR Form 2316 are directed to prepare a list of Insular and Senior High School Personnel and **provide an advanced copy** to your assigned Internal Auditors to facilitate printing.

4. In addition, Revenue Regulations No. 16-2021 provides that only scanned copies of the BIR Form 2316 shall be accepted by the BIR. Submission should be in PDF file format with the file names alphabetically arranged in the DVD-R. The filename must contain the surname of the employee, Tax Identification Number (TIN), and taxable period. Example format is as follows:

DELA CRUZ_000123456_2022

5. Should the employee fail to return the accomplished form on the said schedule, he/she shall file directly to the BIR. Please be reminded that as per Revenue Regulations No. 11-2013, **submission after February 28, 2023 shall incur a penalty of P1,000.00 per employee.**

6. For immediate dissemination and strict compliance all concerned.

ELIAS A. ALICAYA, JR. EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

accmrlg01/19/2023

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