



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

DEPED - QUEZON
 ICT UNIT
UPLOADED
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02 February 2022

DIVISION MEMORANDUM
 DM No. 049, s. 2022

SCHEDULE OF RELEASE AND SUBMISSION OF BIR FORM 2316 FOR FY 2021

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

- In compliance with Revenue Regulations Nos. 11-2013, 11-2018 and 16-2021 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 24 – February 4, 2022	Accounting Staff at Division and Sub-Offices
b. Pick up of BIR Form 2316	February 4, 2022	District/designated Liaison Officers
c. Distribution and accomplishment of BIR Form 2316	February 7- 10, 2022	All personnel
d. Return of accomplished BIR Form 2316 to Division/Sub-Office	February 11, 2022	District/designated Liaison Officers
e. Scanning and Sorting of returned BIR Form 2316	February 14-18, 2022	Accounting Staff at Division and Sub-Offices
f. Signing of BIR Form 2316	February 14-18, 2022	Division Accountant
g. Submission of Form 2316 from Sub-Office to Division Office	February 18, 2022	Sub-Office Records Officers
h. Sorting of BIR Form 2316 alphabetically (as per alphalist)	February 21-24, 2022	Division Accounting perosnnel

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"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph



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i. Preparation of alphalist and Annex F	February 21-24, 2022	Division Accounting perosnnel
j. Notarization of Annex F	February 25, 2022	Division Accounting perosnnel
k. Submission to BIR	February 28, 2022	Division Accountant/ Division Accounting perosnnel

- Moreover, all Liaison Officers who will pick up BIR Form 2316 are directed to prepare list of Insular and Senior High School personnel and send in advance to your assigned Internal Auditors to facilitate printing.
- 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, 2022 shall incur a penalty of P1,000.00 per employee.**
- For immediate dissemination and strict compliance of all concerned.

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

Accfft02/02/2022

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