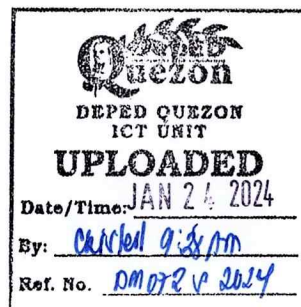




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



19 January 2024

DIVISION MEMORANDUM
 DM No. 072, s. 2024

SCHEDULE OF RELEASE AND SUBMISSION OF BIR FORM 2316 FOR FY 2023

To: Assistant Schools Division Superintendents
 Division Chiefs
 Section Heads
 Elementary and Secondary School Heads
 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 19, 2024 – February 2, 2024	Division and Sub-Offices Accounting Personnel
b. Pick-up of BIR Form 2316	February 5, 2024	District/ Designated Liaison Officers
c. Distribution and accomplishment of BIR Form 2316	February 6-9, 2024	All Personnel
d. Scanning of BIR Form 2316	February 12-14, 2024	School Head/ District Personnel
e. Submission of Scanned BIR Form 2316 to Sub-Office	February 15, 2024	District/ Designated Liaison Officers
f. Submission of scanned BIR Form 2316 from Sub-office to Division Office	February 16, 2024	Sub-offices Personnel
g. Compiation of Scanned Copy	February 19, 2024	Division Accounting Personnel
h. Preparation of alphalist and Annex F	February 20-23, 2024	Division Accounting Personnel
i. Notarization of Annex F	February 26, 2024	Division Accounting Personnel
j. Submission to BIR	February 27, 2024	Division Accounting Personnel

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



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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_2023

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, 2024 shall incur a penalty of P1,000.00 per employee.**
6. Immediate dissemination of and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Accmrlg01/19/2024

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