



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

March 5, 2024

DIVISION MEMORANDUM

NO. 058, s. 2024

SUBMISSION OF BIR 2316 FOR CALENDAR YEAR 2023

TO: Public Schools District Supervisors
Section/Unit Heads
Public Elementary and Secondary Schools Heads
Public Elementary and Secondary Teachers and Non-Teaching Employees

1. In compliance with the Revenue Memorandum Circular No. 29-2024 dated February 26, 2024, re: Extension of the Deadline for the Submission of the Certificate of Compensation Payment/Tax Withheld (BIR Form No. 2316) and Clarifications in Relation Thereof, public elementary and secondary school teachers and employees shall fill out the necessary information in the BIR 2316 provided by the Division.
2. In this connection, the Registered Address, Date of Birth, Valid ID No. of Employee, and signature shall be provided by the concerned personnel.
3. Starting March 11, 2024, Public Schools District Supervisors and Secondary School Heads are enjoined to collect the BIR 2316 for Elementary and Secondary personnel respectively from the Personnel Services Unit - HRMO.
4. One (1) copy of the filled-out BIR 2316 shall be returned to the same Office. Deadline of submission is until March 20, 2024.
5. Failure to submit on or before the deadline will be dealt with penalties and charges.
6. Immediate and wide dissemination of the Memorandum to all concerned is enjoined.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent