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**MEMORANDUM**

To: All Division Office Personnel  
All Elementary School Heads and Teachers  
All Secondary School Heads and Teachers

From: **DR. ROMMEL C. BAUTISTA, CESO V**  
School Division Superintendent

Subject: **SUBMISSION OF BIR FORM 2316**

Date: February 9, 2016

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In compliance with **BIR Revenue Regulations (RR) 11-2013**, the Bureau of Internal Revenue mandated all employers to submit copies of its employee's certificate of withholding taxes/payments (BIR Form 2316).

In this regard, all **BIR Forms 2316** are available in the **Division Office (Accounting Unit)** and ready for pick-up by your responsible liaison officers. And the submission of **filled-up BIR Form 2316 (hard copy and soft copy in PDF format)** in the Division Office (Accounting Unit) will be on / before **February 15, 2016**.

For information and guidance.