



Division Memorandum

No. OSD, s. 2019

TO: PSDS
School Heads
Elementary Teachers and Non-teaching Staff
Elementary Newly Hired Teachers
Senior High School Teachers and Newly Hired and Non-teaching Staff
IPED Teachers and Newly Hired
All Others Concerned

Attention: District ADAS

FROM: DR. MARILOU B. DEDUMO, CESO V
Schools Division Superintendent *ofb*

**SUBJECT: FINAL SUBMISSION OF JANUARY-DECEMBER 2018 PAYSリップ OF
EMPLOYEES WITH TAX DUE (PAYABLE) PER BIR FORM 2316 FOR CY 2018**

DATE: January 28, 2019

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1. Relative to Revenue Regulation Order No. 11 2013, which prescribe the Filing/Submission of Hard Copy of the Certificate of Compensation Payment/ Tax withheld (BIRForm2316 employees of this division with amount of tax due (payable) reflected on the printed out BIR Form 2316 for CY 2018 are advised to submit their January-December 2018 Pay Slips (either in hard copies or electronic copies) for re-computation of their final tax liability for CY 2018.
 2. The list of employees who are required to submit their January-December 2018 Pay Slips are listed on a separate sheet marked as annex A of this memorandum. Kindly submit the said documents on or before Tuesday (January 29, 2019 before 12 P.M.). For electronic submission of pay slips, kindly email to: josmanzano24@gmail.com with your complete name as indicated on the subject (e.g. Juan dela Cruz; January-December 2018 Pay Slips). Electronic copies of your pay slips must be in single pdf file.
 3. For submission of hard copies of the aforementioned documents, please see one of the following accounting in-charge of tax remittance: Mrs. Jossie B. Manzano(ADAS-III) and Mr. Ariel C. Lozada (ADAS-II).
 4. Immediate dissemination of and strict compliance with this memorandum is highly desired.