



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: April 14, 2021

Division MEMORANDUM
No. 176, s. 2021

PAYMENT GUIDELINES FOR INCOME TAX 2020

To : All Teaching & Non-Teaching Staff with Tax Payables

1. This is to inform all personnel with tax obligations for the year 2020 that the BIR and DepEd SurSur have recently agreed that tax payments will be done through payroll deductions for taxpayers' convenience and easy monitoring of both parties.
2. The TRA incharge Jossie B. Manzano made an internal adjustment of the Tax Remittance Advice for CY 2021.
3. In this regard, the RPSU payroll incharge is hereby authorized by the division to debit a certain amount through our May 2021 payroll.
4. All tax payables below P2,000 shall be fully paid on or before the specified deadline while payables above P2,000 may be done on a staggered basis through payroll deductions, depending on the capacity to pay of the taxpayers.
5. Please disregard this notice if you have already forwarded your payments to our TRA incharge as she will process the same through the BIR online payment portal and deposit to the bank. For any concerns/clarifications regarding this matter, you may reach out to her at 09307686690 or jossie.manzano@deped.gov.ph/josmanzano24@gmail.com
6. Please be guided accordingly. Thank you.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent



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