



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

Office of the Schools Division Superintendent

09 AUGUST 2021

Division MEMORANDUM
No. 368, s. 2021

**TRAINING WORKSHOP | UPDATED BIR REGULATIONS, INDIVIDUAL INCOME
TAX COMPUTATIONS, AND WITHHOLDING TAX ON GOVERNMENT MONEY
PAYMENTS FOR VAT & NON-VAT REGISTERED SUPPLIERS**

To: School Heads

Cc: All IUS & Non-IUS Payroll Incharge
District Bookkeepers

The Accounting Unit is conducting a training workshop on September 13-14, 15-16, and 20-21, 2021 following the recent complaints raised by some taxpayers with regard to their erroneous income taxes.

This training workshop is aimed at providing basic technical assistance among all IUS and Non-IUS payroll incharge, thereby making them well-equipped with necessary knowledge in computing taxes. By doing so, transaction deficiencies which incur penalties will be addressed expeditiously.

During the workshop, participants will be taught how to compute correctly the individual income taxes including the withholding taxes for both VAT & Non-VAT registered suppliers. Also, they will be oriented on the tax due computation for personnel services.

School heads are enjoined to send their respective payroll incharge to the training workshop. The name of payroll incharge must be forwarded to the Accounting Unit on or before 20 August 2021 so that he/she will be acknowledged as official participant.

Participants are advised to bring their own laptop as it will be used in accessing the BIR system and during evaluation exam to be conducted before the workshop ends.



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
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Date: 4/22/2021

Version: V2



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Republic of the Philippines
Department of Education
Caraga Region
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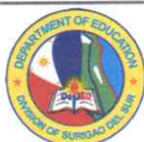
The schedule for this training workshop is as follows:

DATE	PARTICIPANTS	VENUE
September 13-14, 2021	Barobo - Lingig Districts	TBA
September 15-16, 2021	Tago - Lianga Districts	TBA
September 20-21, 2021	Carrascal - Cortes Districts	TBA

Attachments: Budget details and Training Design

Immediate dissemination of and strict compliance with this memo is highly desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent
9/9/21



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

AUTHORITY TO TRAVEL

Control No: LO-206-2021

Date: August 18, 2021

Region: Caraga Region

Division: Schools Division of Surigao del Sur

NO.	NAME	POSITION / DESIGNATION	PERMANENT STATION
1.	RANILYN MAI G. CUANAN	PAYROLL INCHARGE	BARCELONA NHS
2.	MELANIE B. ADLAWAN	PAYROLL INCHARGE	BAROBO NHS
3.	JULIEBERT L. ABAO	PAYROLL INCHARGE	DOÑA CARMEN NHS
4.	GOLIAT S. ENOY	PAYROLL INCHARGE	GAMUT BAROBO NHS
5.	VI MARIE S. ORTEGA	PAYROLL INCHARGE	HINATUAN NCHS
6.	GENEVIEVE C. DIALOJA	PAYROLL INCHARGE	LINGIG NHS
7.	LEILANI A. BUNIEL	PAYROLL INCHARGE	M.K. YUSINGCO NHS
8.	JACKILYN F. REALISTA	PAYROLL INCHARGE	PORTLAMON PUNHS
9.	JOCHEN Q. MARTIZANO	PAYROLL INCHARGE	TAGASAKA NHS
10.	CATHY C. TAN	PAYROLL INCHARGE	TAGBINA NHS
11.	JOSUE P. MALIJAO	PAYROLL INCHARGE	TIDMAN NHS
12.	JEAMIA J. ISAGA	PAYROLL INCHARGE	BIGAAN NHS
13.	RIA C. TOGONON	PAYROLL INCHARGE	CABACUNGAN NHS
14.	JIMMY LESOY	PAYROLL INCHARGE	DL OSANO MAPUTI NHS
15.	SHIANEN CUAJAO	PAYROLL INCHARGE	DUGMANON NHS
16.	FLORENCIO CLARO	PAYROLL INCHARGE	JAVIER NHS
17.	JIFANY R. TUMANDA	PAYROLL INCHARGE	KAHAYAGAN NHS
18.	FRANNIE L. ALBA	PAYROLL INCHARGE	LOYOLA NHS
19.	JANICE J. DAGASAAN	PAYROLL INCHARGE	MAGLATAB NHS
20.	JENNIFER A. YBAÑEZ	PAYROLL INCHARGE	RIZAL NHS
21.	ELLEN G. PURACAN	PAYROLL INCHARGE	SAN VICENTE II NHS
22.	ROMEL LADAO	PAYROLL INCHARGE	STA. JUANA NHS
23.	JOVEL B. ROBLES	PAYROLL INCHARGE	TAMBIS NHS
24.	JOSEPHINE T. BALOS	PAYROLL INCHARGE	WAKAT NHS
PURPOSE OF TRAVEL :		To attend the Training Workshop on BIR Tax Computations	
ACTIVITY ORGANIZED / SPONSORED BY:		Accounting Unit	
PERIOD COVERED : (Inclusive of Travel Time)		September 13-14, 2021	
PLEASE CHECK :		<input checked="" type="checkbox"/> OFFICIAL BUSINESS <input type="checkbox"/> OFFICIAL TIME	
VENUE / DESTINATION :		Within Tandag city	



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SCHOOLS DIVISION OF SURIGAO DEL SUR

EXPENSES COVERED :	Meals & Snacks
FUND SOURCE: (Pap Code/..)	2021 INSET Funds
Funds Available: fx: <u>BETHANY E. CLIMACO, CPA</u> Signature over printed name of the Accountant Date: _____	Recommending Approval: <u>DR. GILBERT L. CAYRANA</u> Signature over printed name of the School Head/District Supervisor/Division Chief/ASDS Date: <u>8/18/21</u>
Approved: JOSITA B. CARMEN, CESO V Schools Division Superintendent	





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

AUTHORITY TO TRAVEL

Control No: LO-207-2021

Date: August 18, 2021

Region: Caraga Region

Division: Schools Division of Surigao del Sur

NO.	NAME	POSITION / DESIGNATION	PERMANENT STATION
1.	ROY J. CAHOCOM	PAYROLL INCHARGE	ANIBONGAN NHS
2.	SANDRA JESSA S. TRAJANO	PAYROLL INCHARGE	GAMUT TAGO NHS
3.	STEPHANIE E. FIEDACAN	PAYROLL INCHARGE	LIANGA NCHS
4.	EMIE ANGELI N. AMARILLA	PAYROLL INCHARGE	MARIHATAG NAHS
5.	SHIELA MAE A. PALMERA	PAYROLL INCHARGE	PURISIMA NHS
6.	ERLEEN P. ALCANTARA	PAYROLL INCHARGE	SALVACION NHS
7.	PRINCESS MAE R. LABIDOR	PAYROLL INCHARGE	SAN MIGUEL NCHS
8.	RUSSIL R. RUAZA	PAYROLL INCHARGE	SOLOMON PLNHS
9.	LINDY SANGALLA	PAYROLL INCHARGE	STO. NIÑO NHS
10.	DAHLIA C. LERIO	PAYROLL INCHARGE	ST. CHRISTINE NHS
11.	YVONNE FAYE R. DUMANON	PAYROLL INCHARGE	UNIDAD NHS
12.	MARIA KRISHA L. SUBIERA	PAYROLL INCHARGE	ANTIPOLO NHS
13.	JOSELITA ARIAR	PAYROLL INCHARGE	BADONG NHS
14.	CARMANO. CURADA	PAYROLL INCHARGE	BOLHOON NHS
15.	GREGO ESPANCHO	PAYROLL INCHARGE	CLARENCE TY PIMENTEL NHS
16.	CHARITY DIAMANTE	PAYROLL INCHARGE	CRESENCIO S. LAGO NHS
17.	MICKEL LALA	PAYROLL INCHARGE	DAVISOL NHS
18.	DAVE SALVE	PAYROLL INCHARGE	MAHAYAG NHS
19.	RAMIEL G. CASTALIA	PAYROLL INCHARGE	MARARAG NHS
PURPOSE OF TRAVEL :		To attend the Training Workshop on BIR Tax Computations	
ACTIVITY ORGANIZED / SPONSORED BY:		Accounting Unit	
PERIOD COVERED : (Inclusive of Travel Time)		September 15-16, 2021	
PLEASE CHECK :		<input checked="" type="checkbox"/> OFFICIAL BUSINESS <input type="checkbox"/> OFFICIAL TIME	
VENUE / DESTINATION :		Within Tandag City	
EXPENSES COVERED :		Meals & Snacks	
FUND SOURCE: (Pap Code /..)		2021 INSET Funds	




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Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

<p>Funds Available: <u>Ja:</u> <u>BETHANY E. CLIMACO, CPA</u> Signature over printed name of the Accountant</p> <p>Date: _____</p>	<p>Recommending Approval: <u>DR. GILBERT V. GAYRANA</u> Signature over printed name of the School Head/District Supervisor/Division Chief/ASDS</p> <p>Date: <u>5/18/21</u></p>
<p>Approved:  JOSITA B. CARMEN, CESO V Schools Division Superintendent</p>	





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Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

AUTHORITY TO TRAVEL

Control No: LO - 208 - 2021

Date: August 18, 2021

Region: Caraga Region

Division: Schools Division of Surigao del Sur

NO.	NAME	POSITION / DESIGNATION	PERMANENT STATION
1.	JULIBETH P. VIRAY	PAYROLL INCHARGE	ADLAY NHS
2.	MARY ROSE SALEM	PAYROLL INCHARGE	CANTILAN NHS
3.	CARL JETHER A. LUPAS	PAYROLL INCHARGE	CARMEN NAHS
4.	JULIE ANNE T. DAANO	PAYROLL INCHARGE	CARRASCAL NHS
5.	ARLYN C. GEALOGO	PAYROLL INCHARGE	FELIBERTO VERANO NHS
6.	COLLEN CATE R. ROSIL	PAYROLL INCHARGE	FLORITA H. IRIZARI NHS
7.	LINNY CHRISTI G. MANANQUIL	PAYROLL INCHARGE	MADRID NHS
8.	LILIBETH D. BAYANG	PAYROLL INCHARGE	BURGOS NHS
9.	ROSALINDA MADERA	PAYROLL INCHARGE	PANIKIAN NHS
10.	JEZAH BHILLE L. GRUYAL	PAYROLL INCHARGE	PARANG NHS
11.	DEXTER ADORABLE	PAYROLL INCHARGE	TIGAO NHS
12.	ARMAN H. ARREZA	PAYROLL INCHARGE	UNION NHS
PURPOSE OF TRAVEL :		To attend the Training Workshop on BIR Tax Computations	
ACTIVITY ORGANIZED / SPONSORED BY:		Accounting Unit	
PERIOD COVERED : (Inclusive of Travel Time)		September 20 - 21, 2021	
PLEASE CHECK :		<input checked="" type="checkbox"/> OFFICIAL BUSINESS <input type="checkbox"/> OFFICIAL TIME	
VENUE / DESTINATION :		within Tandag City	
EXPENSES COVERED :		Meals & Snacks	
FUND SOURCE: (Pap Code/..)		2021 INSET Funds	
Funds Available: For: <u>BETHANY E. SUIMACO, CPA</u> Signature over printed name of the Accountant Date: _____		Recommending Approval: <u>DR. GILBERT L. GAYRAMA</u> Signature over printed name of the School Head/District Supervisor/Division Chief/ASDS Date: <u>8/18/21</u>	



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Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Approved:

JOSITA B. CARMEN, CESO V
Schools Division Superintendent



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Date: 04-22-2021

Version: V6



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DC No: W-OSDS-REC-003



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

AUTHORITY TO TRAVEL

Control No: LO-206-2021

Date: August 18, 2021

Region: Caraga Region

Division: Schools Division of Surigao del Sur

NO.	NAME	POSITION / DESIGNATION	PERMANENT STATION
1.	HEL G. CURADA	AO II	DIVISION OFFICE
2.	JOSSIE B. MANZANO	ADAS III	DIVISION OFFICE
3.	CECILIA M. ESCALANTE	ADAS III	DIVISION OFFICE
4.	RONALD ABATAYO	ADAS III	TAGBINA 3
5.	MADELLE S. TINONGA	ADAS III	DIVISION OFFICE
6.	RHEA MANGATA	ADAS III	DIVISION OFFICE
7.	ALFREDO NOVO JR.	ADAS III	DIVISION OFFICE
8.	RODEL GUJILDE	ADAS III	DIVISION OFFICE
9.	JOHN PHILIP B. LUGA	ADAS III	DIVISION OFFICE
10.	RUEL G. CASTANTE	ADAS III	DIVISION OFFICE
11.	LEO P. EVANGELIO	ADAS III	LINGIG 2
12.	NORMA T. PEREZ	ADAS III	DIVISION OFFICE
13.	ROY B. BAG-AO	ADAS III	LINGIG 1
14.	EVELYN C. IGSOLO	ADAS III	DIVISION OFFICE
15.	CARISSA A. DAHANG	ADAS III	DIVISION OFFICE
16.	SARAH T. BAUSIN	ADAS III	DIVISION OFFICE
17.	MARSY FE G. DIGAL	ADAS III	DIVISION OFFICE
18.	JAZEL BALDOMERO	ADAS III	DIVISION OFFICE
19.	BETHANY E. CLIMACO	ACCOUNTANT III	DIVISION OFFICE
20.	RUEL G. GURIMBAO	ADAS III	DIVISION OFFICE
PURPOSE OF TRAVEL :		To facilitate the Training Workshop on BIR Tax Computations	
ACTIVITY ORGANIZED / SPONSORED BY:		Accounting Unit	
PERIOD COVERED : (Inclusive of Travel Time)		September 13-14, 2021	
PLEASE CHECK :		<input checked="" type="checkbox"/> OFFICIAL BUSINESS <input type="checkbox"/> OFFICIAL TIME	
VENUE / DESTINATION :		Within Tandag City	
EXPENSES COVERED :		Meals & Snacks	
FUND SOURCE: (Pap Code / ..)		2021 INSET Funds	



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Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

<p>Funds Available: <i>[Signature]</i> <u>BETHANY E. CLIMACO, CPA</u> Signature over printed name of the Accountant Date: _____</p>	<p>Recommending Approval: <i>[Signature]</i> <u>DR. GILBERT L. GAYRAMA</u> Signature over printed name of the School Head/District Supervisor/Division Chief/ASDS Date: <u>8/18/21</u></p>
<p>Approved: <i>[Signature]</i> JOSITA B. CARMEN, CESO V Schools Division Superintendent</p>	



 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
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Date: 04-22-2021

Version: V6



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DC No: W-OSDS-REC-003



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Department of Education
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SCHOOLS DIVISION OF SURIGAO DEL SUR

AUTHORITY TO TRAVEL

Control No: LO- 207- 2621

Date: August 18, 2021

Region: Caraga Region

Division: Schools Division of Surigao del Sur

NO.	NAME	POSITION / DESIGNATION	PERMANENT STATION
1.	HEL G. CURADA	AO II	DIVISION OFFICE
2.	ADELFA D. IROY	AO II	DIVISION OFFICE
3.	JOSSIE B. MANZANO	ADAS III	DIVISION OFFICE
4.	MADELLE S. TINONGA	ADAS III	DIVISION OFFICE
5.	JOHN PHILIP B. LUGA	ADAS III	DIVISION OFFICE
6.	RUEL G. CASTANTE	ADAS III	DIVISION OFFICE
7.	CZARINA ISABELLE C. ORBETA	ADAS III	DIVISION OFFICE
8.	NORMA T. PEREZ	ADAS III	DIVISION OFFICE
9.	EVELYN C. IGSOLO	ADAS III	DIVISION OFFICE
10.	CARISSA A. DAHANG	ADAS III	DIVISION OFFICE
11.	REGIE C. MENDEZ	ADAS II	DIVISION OFFICE
12.	JULIET Q. BONITA	AA II	DIVISION OFFICE
13.	JENEFER S. FERNANDEZ	AA I	DIVISION OFFICE
14.	LOVELY MAE G. GUERRERO	JWO	DIVISION OFFICE
15.	BETHANY E. CLIMACO	ACCOUNTANT III	DIVISION OFFICE
PURPOSE OF TRAVEL :		To facilitate the Training Workshop on BIR Tax Computations	
ACTIVITY ORGANIZED / SPONSORED BY:		Accounting Unit	
PERIOD COVERED : (Inclusive of Travel Time)		September 15 -16, 2021	
PLEASE CHECK :		<input checked="" type="checkbox"/> OFFICIAL BUSINESS <input type="checkbox"/> OFFICIAL TIME	
VENUE / DESTINATION :		Within Tandag city	
EXPENSES COVERED :		Meals & Snacks	
FUND SOURCE: (Pap Code/..)		2021 INSET Funds	
Funds Available: for: <u>BETHANY E. CLIMACO, CPA</u> Signature over printed name of the Accountant Date: _____		Recommending Approval: <u>DR. GILBERT L. GAYRANA</u> Signature over printed name of the School Head/District Supervisor/Division Chief/ASDS Date: <u>8/18/21</u>	



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Approved:

JOSITA B. CARMEN, CESO V
Schools Division Superintendent



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AUTHORITY TO TRAVEL

Control No: LO - 208 - 2021

Date: August 18, 2021

Region: Caraga Region

Division: Schools Division of Surigao del Sur

NO.	NAME	POSITION / DESIGNATION	PERMANENT STATION
1.	HEL G. CURADA	AO II	DIVISION OFFICE
2.	JOSSIE B. MANZANO	ADAS III	DIVISION OFFICE
3.	MADELYN S. DELA CUESTA	ADAS III	DIVISION OFFICE
4.	EVELYN P ESCABAL	ADAS III	DIVISION OFFICE
5.	MADELLE S. TINONGA	ADAS III	DIVISION OFFICE
6.	JOHN PHILIP B. LUGA	ADAS III	DIVISION OFFICE
7.	AGNES C. VILLARTA	ADAS III	DIVISION OFFICE
8.	RUEL G. CASTANTE	ADAS III	DIVISION OFFICE
9.	WENEFREDA P. LARONG	ADAS III	DIVISION OFFICE
10.	EVELYN C. IGSOLO	ADAS III	DIVISION OFFICE
11.	CARISSA A. DAHANG	ADAS III	DIVISION OFFICE
12.	GAY B. ISIANG	ADAS III	DIVISION OFFICE
13.	MARSY FE G. DIGAL	ADAS III	DIVISION OFFICE
14.	JANETH GARIANDO	ADAS II	DIVISION OFFICE
15.	EMACARLA E. RAMOS	ADAS III	DIVISION OFFICE
16.	REGIE C. MENDEZ	ADAS II	DIVISION OFFICE
17.	ROSIVEL L. CABAUG	AA I	DIVISION OFFICE
18.	BETHANY E. CLIMACO	ACCOUNTANT III	DIVISION OFFICE
PURPOSE OF TRAVEL :		To facilitate the Training Workshop on BIR Tax Computations	
ACTIVITY ORGANIZED / SPONSORED BY:		Accounting Unit	
PERIOD COVERED : (Inclusive of Travel Time)		September 20 - 21, 2021	
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VENUE / DESTINATION :		Within Tandag City	
EXPENSES COVERED :		Meals & Snacks	
FUND SOURCE: (Pap Code / ..)		2021 INSET Funds	



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<p>Funds Available: _____ Signature over printed name of the Accountant: <u>DETHANY E. CUMAYAO, CPA</u> Date: _____</p>	<p>Recommending Approval: _____ Signature over printed name of the School Head/District Supervisor/Division Chief/ASDS: <u>DR. GILBERT L. GAYRAMA</u> Date: <u>8/18/21</u></p>
<p>Approved: JOSITA B. CARMEN, CESO V Schools Division Superintendent</p>	

