



Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

February 6, 2025

DIVISION MEMORANDUM

No. 77, s. 2025

To: Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Administrative Officers  
All Others Concerned

**DEADLINE OF SUBMISSION OF THE CERTIFICATE OF COMPENSATION  
PAYMENT/ TAX WITHHELD (FORM 2316) FOR THE YEAR 2024 TO THE  
DIVISION OFFICE**


1. This Office announces the deadline of submission of the Certificate of Compensation Payment/ Tax Withheld (Form 2316) for the year 2024 to the Division Office on or before February 7, 2025, at 12:00 noon.
2. Details of the deadline are as follows:
  - I. For schools within EDDIS 1 and EDDIS 2
    - a. Hardcopies of the Form 2316 in 3 copies (BIR copy, School copy, and Employee copy);
    - b. The hard copies must have complete details and duly signed by the employees;
    - c. Sworn Declaration (Annex "C") under RR No. 2-2015 to be signed by the Division Accountant
  - II. For schools within EDDIS 3 to 6
    - a. Encode all the details in the soft copies of Form 2316 and upload to the link provided per school (link sent to the employees in-charge of uploading and shall be closed at exactly 12:00 noon of Feb. 7, 2025)
    - b. Hardcopies of the Sworn Declaration (Annex "C") under RR No. 2-2015 to be signed by the Division Accountant
    - c. The e-signature of the Division Accountant shall be affixed by the SDO Accounting Unit staff to avoid unauthorized use in accordance with R.A. 8792 (Electronic Commerce Act of 2000) and R.A. 10173 (Data Privacy Act of 2012)



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF BULACAN**

---

3. Only those documents with complete details, compiled and properly labeled with name of schools/districts will be accepted for processing and submitted within the prescribed deadline shall be processed.
4. Immediate and wide dissemination of this Memorandum is desired.

  
NORMA P. ESTEBAN, EdD., CESO V  
Schools Division Superintendent

Accounting Unit  
February 6, 2025 