Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

February 18, 2020

DIVISION MEMORANDUM
No. 51 , s. 2020

SUBMISSION OF BIR FORM No. 2316 TO BIR OFFICE

To: Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Non-IU Schools
Division Office Personnel
All Division Field Personnel

1. This is in connection with the submission of BIR Form No. 2316 to the Bureau of Internal Revenue (BIR) Office and Certified List of Employees Qualified for Substituted Filing of Income Tax Return (ITR) for Calendar Year 2019. Be informed that we are already required by BIR to submit the scanned copies of the said forms in uneditable format.

2. In this connection, all personnel in the Division of Aklan except for the personnel of Implementing Unit (IU) Secondary Schools are required to submit the hard copies of BIR Form No. 2316 (duly filled out) to the Division Office not later than February 24, 2020.

3. Distribution of the three (3) copies of the BIR Form No. 2316 shall be as follows:

Original	-	Employee's file
Duplicate Original	-	BIR
Triplicate Original	-	Employer's file

4. All schools are advised to submit to the District Office and the District Office will be responsible to submit to the Division Accounting Unit with the attached list of personnel. There shall be no individual submission to the Division Office. Two copies (duplicate original and triplicate original) shall be submitted in two folders.

5. All personnel are instructed to comply and submit on time. Any penalty to be imposed by the BIR for non-filing of Annual Income Tax Return shall be the personal liability of the employee who will fail to submit the duly accomplished BIR Form No. 2316 to the Division Office within the prescribed period.

Poblacion, Numancia, Aklan
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741
Website: http://www.depedaklan.org
Email Address: aklan.1958@deped.gov.ph

6. All are reminded to keep and file their original copies of the BIR Form 2316.

7. For your guidance and compliance.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

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