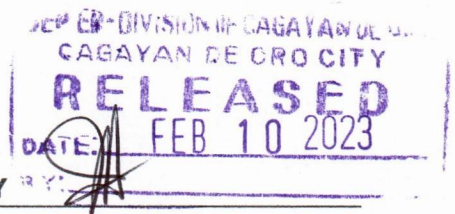




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of Schools Division Superintendent

10 February 2023

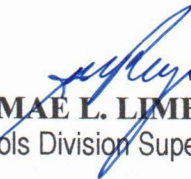
DIVISION MEMORANDUM

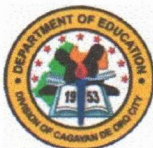
No. 52, s. 2023

RELEASE OF BIR FORM 2316 FOR TAXABLE YEAR 2022

TO : SGOD/CID Chief, PSDS, EPS and other SDO Personnel
All Public Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
This Division

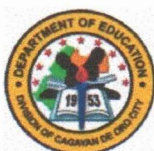
1. The Accounting Office will release to the concerned personnel through the School Head or his/her authorized representative the **2022 BIR Form 2316** on **February 13-16, 2023**.
2. The release of **BIR Form 2316** will be scheduled by District. Please refer to the attached Schedule of Release by District.
3. The School Head or his/her authorized representative are required to bring a duly signed **copy of list of employees of the school as of December 31, 2022** for transmittal purposes. See attached template for your reference.
4. BIR Form 2316 **must be signed** by the concerned personnel and the School Head or his/her representative must return the said BIR form **in a scanned copy file** with a file name **LASTNAME_TIN_12312022** (e.g. **ALEGADO_1234567890000_12312022**) **on or before February 20, 2023** thru this email depedcdo.finance@deped.gov.ph for consolidation before this will be submitted to **BIR** on **February 22, 2023**.
5. School Head are advised to keep a copy of BIR Form 2316 of each employee as school file for future references.
6. For guidance and strict compliance.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048

SCHOOL DISTRICT	DATE
NORTH I North City Central School Consolacion ES Macabalan ES St. John ES Puntod NHS Angeles Sisters NHS Macabalan NHS	
SOUTH South City Central School Camaman-an ES Camaman-an ES – Macapaya Extn. Indahag ES Indahag ES – Habitat Extn. Kamakawan ES Macasandig ES Taguanao ES CDONHS JHS/SHS Camaman-an NHS Indahag NHS Macasandig NHS	FEBRUARY 13, 2023
NORTH II Kauswagan Central Bayabas ES Bonbon ES Bongbongon ES Kauswagan NHS Bayabas NHS Bonbon NHS	



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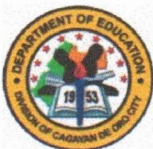
SOUTHWEST I

Lumbia Central School
Baluarte ES
Batinay ES
Kiam-is ES
Pagalungan ES
Pigsag-an ES
Taglimao ES
Tagpangi ES
Tuburan ES
Tumpagon ES
Lumbia NHS
Taglimao NHS
Tagpangi NHS
Tuburan NHS
Tumpagon NHS

FEBRUARY 14, 2023

SOUTHWEST II

Balongkot ES
Bayanga ES
Besigan ES
Cadayonan ES
Dansolihon ES
Dunggoan ES
Iba ES
Magayad ES
Mambuaya ES
Man-ai ES
Mangalay ES
Midkiwan ES
Tignapoloan ES
Upper Tignapoloan ES
Bayanga NHS
Besigan NHS
Dansolihon NHS
Mambuaya NHS
Tignapoloan NHS



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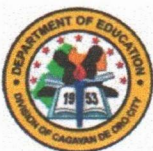
WEST I

West City Central School
Balulang ES
Fr. William F. Masterson, SJ ES
Macanhan ES
Sacred Heart Village ES
Philippine Island Kids, Inc.
Upper Carmen ES
Carmen NHS
Balulang NHS

WEST II

Bulua CS
Baikingon ES
Bulao ES
Camp Evangelista ES
Canitoan ES
G.L Reyes Anhawon ES
Iponan ES
Pagatpat ES
Pamalihi ES
Pedro "Oloy" N. Roa, Sr ES
Pedro "Oloy" N. Roa, Sr ES – Fil Chi
San Simon ES
Bulua NHS
Canitoan NHS
Iponan NHS
Pedro "Oloy" N. Roa, Sr. NHS
Iponan NHS – San Simon Annex

FEBRUARY 15, 2023



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048

CENTRAL City Central School Corrales ES	
EAST I East City Central Cugman ES F.S Catanico ES Camansi ES. Gusa ES Malasag ES Lapasan NHS Cugman NHS F.S Catanico NHS East Gusa NHS Gusa Regional Science High School	
EAST II Bugo CS Agusan ES Balubal ES Linangohan ES Palalan ES Puerto ES Suntingon ES Tablon ES Tablon NHS Agusan NHS Puerto NHS Bugo NHS Balubal NHS	FEBRUARY 16, 2023



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(Please print in A4 size bond paper)

LIST OF TEACHING AND NON-TEACHING PERSONNEL
As of DECEMBER 31, 2022

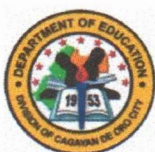
No	NAME OF EMPLOYEE			REMARKS
	Last Name	First Name	M.I	
1				
2				
3				
4				
5				

Certified correct:

School Head

Received by:

Authorized Representative



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Telephone: (08822) – 8550048