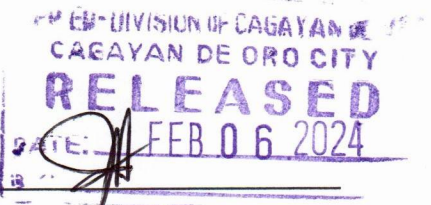




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of Schools Division Superintendent

February 6, 2024

DIVISION MEMORANDUM

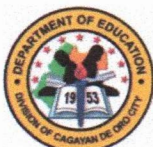
No. 92, s. 2024

RELEASE OF BIR FORM 2316 FOR TAXABLE YEAR 2023

TO : SGOD/CTD 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 **2023 BIR Form 2316 on February 8-13, 2024.**
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 The list of Teaching and Non-Teaching Personnel as of December 31, 2023** 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 PDF file** with file name **LASTNAME_TIN0000_12312023** (e.g. **ALEGADO_1234567890000_12312023**) **on or before February 16, 2024** thru USB Flash Drive or CD and submit it to the accounting office for consolidation before it will be submitted to BIR on February 20, 2024.
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.

ROY ANGELO E. GAZO
Schools Division Superintendent

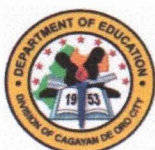


Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048



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DIVISION OF CAGAYAN DE ORO CITY

NORTH I North City Central School Consolacion ES Macabalan ES St. John ES Puntod NHS Angeles Sisters NHS Macabalan NHS	FEBRUARY 8, 2024
NORTH II Kauswagan Central Bayabas ES Bonbon ES Bongbongon ES Kauswagan NHS Bayabas NHS Bonbon 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	
CENTRAL City Central School Corrales ES	



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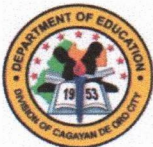
SOUTHWEST I

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
Tumpagon NHS
Pigsag-an NHS

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

FEBRUARY 12, 2024

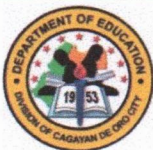


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DIVISION OF CAGAYAN DE ORO CITY

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	FEBRUARY 12, 2024
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 Filipino Chinese Friendship ES San Simon ES Bulua NHS Canitoan NHS Iponan NHS Iponan NHS – San Simon Annex Baikingon NHS	FEBRUARY 13, 2024
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	



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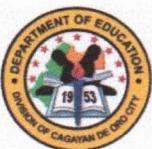


Republic of the Philippines
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DIVISION OF CAGAYAN DE ORO CITY

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 13, 2024



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

(Please print in A4 size bond paper)

LIST OF TEACHING AND NON-TEACHING PERSONNEL
As of DECEMBER 31, 2023

(NAME OF SCHOOL)

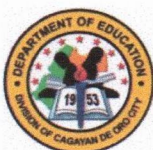
No	NAME OF EMPLOYEE			REMARKS
1	Last Name	First Name	M.I	
2				
3				
4				
5				

Certified correct:

School Head

Received by:

Authorized Representative



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