



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



Office of the Schools Division Superintendent

3 Feb 2025

DIVISION MEMORANDUM
No. 110 s.2025

RELEASE OF BIR FORM 2316 FOR TAXABLE YEAR 2024

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Curriculum Implementation Division Personnel
All School Governance and Operations Division Personnel
All Office of the Schools Division Superintendent Personnel
All Elementary and Secondary Public School Heads and Principals
This Division

1. The Accounting Office will release to the concerned personnel through the School Head or his/her authorized representative the **2024 BIR Form 2316 on February 6-11, 2025.**
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, 2024** for transmittal purposes. See attached template for your reference or you can use the link below to access and download the Transmittal Template.
<https://bit.ly/DepEDCDO-BIRTransmittal>
4. BIR Form 2316 **must be signed by the concerned personnel**, the School Head or his/her representative must return the said BIR form in a **scanned copy PDF file** with file name **LASTNAME_TIN0000_12312024** (e.g. ALEGADO_1234567890000_12312024) **on or before February 13, 2025** thru USB Flash Drive and submit it to the accounting office for consolidation before it will be submitted to BIR on February 18, 2025.
5. School Head are advised to keep a copy of BIR Form 2316 of each employee as school file for future references.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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6. Immediate and wide dissemination of this Memorandum is directed.
7. For GUIDANCE and STRICT COMPLIANCE.

ROY ANGELO E. GAZO
Schools Division Superintendent

DM-002-OSDS-FIN-ACCTG-KAS



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NORTH I

North City Central School
Consolacion ES
Macabalan ES
St. John ES
Puntod NHS
Angeles Sisters NHS
Macabalan NHS

NORTH II

Kauswagan Central School
Bayabas ES
Bonbon ES
Bongbongan ES
City Engineers 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

**February 6,
2025**



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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 Pagalungan NHS	FEBRUARY 7, 2025
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	



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Upper Tignapoloan ES
Bayanga NHS
Besigan NHS
Dansolihon NHS
Mambuaya NHS
Tignapoloan NHS
Man-ai NHS

WEST I

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

WEST II

Bulua CS
Baikington 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

**FEBRUARY 10,
2025**



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Baikingon NHS Pedro "Oloy" N. Roa, Sr High School Patag NHS Pagatpat NHS	
EAST I East City Central School Cugman ES F.S Catanico ES Camansi IS Gusa ES Malasag ES Lapasan NHS Cugman NHS F.S Catanico NHS East Gusa NHS Gusa Regional Science High School	FEBRUARY 11, 2025
EAST II Bugo CS Agusan ES Balubal ES Linangohan ES Palalan IS Puerto ES Suntingon ES Tablon ES Tablon NHS Agusan NHS Puerto NHS Bugo NHS Balubal NHS	



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(Please print in A4 size bond paper)

LIST OF TEACHING AND NON-TEACHING PERSONNEL
As of DECEMBER 31, 2024

(NAME OF SCHOOL)

No	NAME OF EMPLOYEE			REMARKS
	Last Name	First Name	M.I	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Certified correct:

School Head

Received by:

Authorized Representative



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Competence
Diligence
Outstanding Integrity



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