



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City
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DIVISION ADVISORY

February 18, 2016

TO: ALL TEACHING & NON-TEACHING PERSONNEL
(Except Secondary Schools Implementing Units)

SUBJECT: BIR FORM 2316 FOR CY 2015

1. The BIR Form 2316 (Certificate of Tax Withheld on Compensation) for CY 2015 has been released to the District/School Bookkeepers.
2. Employees are advised to sign **Line 57** and **Line 59** and return the second copy to the School/District Bookkeeper on or before February 23, 2016.
3. The original copy will be kept by the employee and the third copy will be for district/school file.

For the Schools Division Superintendent:

ERLINDA G. DAEL, Ph.D.
Chief Education Supervisor, CID
Officer-In-Charge, Office of the SDS

