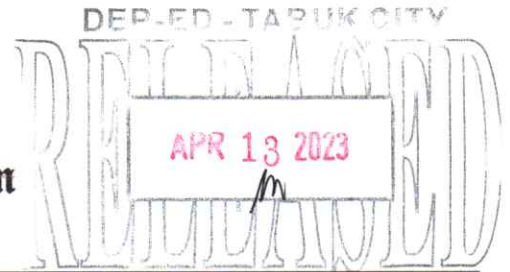




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



RECORDS UNIT

April 12, 2023


Division Memorandum

No. 14, s. 2023

TO: Administrative Assistant II and III
Administrative Officers II
All others concerned

PAYMENT OF TAXES

1. This is to announce the deadline of Payment of Taxes Due thereon Until **April 17, 2023** based on Revenue Memorandum Circular No. 32-2023 dated March 3, 2023.
2. Employees with Tax due on BIR Form 2316 should do following:
 - a. Accomplish BIR Form 1700
 - b. Validate BIR Form 1700 at BIR Office
 - c. Pay Tax Due at Land Bank of Philippines using the BIR Payment Slip
 - d. Submit photocopy of BIR Payment Slip to Accounting Office as proof of payment
3. Immediate dissemination of this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

