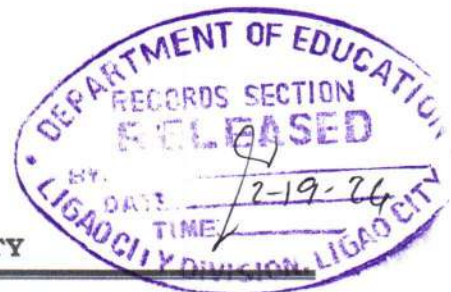




Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



MEMORANDUM

21926135

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors
Elementary & Secondary School Heads
Units and Section Heads
All Others Concerned

FROM: NYMPHA D. GUEMO
Schools Division Superintendent

SUBJECT: CY 2025 BIR FORM 2316 SUBMISSION

DATE: February 19, 2026

1. Please be advised that the CY 2025 BIR Form 2316 is now available for release at the Accounting Section. Please see Ms. Concepcion Olayta.
2. Kindly sign and fill out the necessary details including:
 - ✓ Registered Address
 - ✓ Local Home Address
 - ✓ Date of Birth
 - ✓ Zip Code
 - ✓ CTC/Valid ID Number
 - ✓ Place of Issue
 - ✓ Date of Issue
 - ✓ Amount Paid
 - ✓ Date Signed
3. Submit to the Accounting Section the following:
 - ❖ 1 hard copy of BIR Form 2316
 - ❖ Soft copy (scanned) in PDF file

Note: Please save your file using the format: **SURNAME_TIN#_12312025**
Example: SANTOS_123456789000_12312025
Email the scanned copies to concepcion.olayta@deped.gov.ph
4. Deadline of submission is **strictly on or before February 24, 2026.**
5. For information, dissemination and compliance.



Binatagan, Ligao City



(052) 201-2672



ligao.city@deped.gov.ph

