



23-17382

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 0165, s. 2023

TO: SCHOOL HEADS
PERSONNEL INCHARGE OF APPOINTMENTS
ADMINISTRATIVE OFFICER II

SUBJECT: **SUBMISSION OF BIR FORM 2316 FROM PREVIOUS EMPLOYER**

DATE: April 13, 2023

1. It has been observed that newly appointed employees (Teaching or Non-Teaching Staff) who have previously been employed prior to their employment with DepEd, fail to submit to this Office the BIR form 2316 from their previous employer upon appointment. The proper tax for deducted cannot be ascertained due to failure on the part of the new employee to present her/his BIR form 2316.
2. Anent to this, all newly hired employees who knowingly have previous employers are required to submit their BIR form 2316, as one of the documents that need to be presented to be appointed by Department of Education-Division of Davao del Norte.
3. For strict compliance.

Very truly yours,



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Acctg/mlmq

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