



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



REGIONAL MEMORANDUM

No. 178 s, 2016

01057947

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
HEADS, ELEMENTARY (Non-IUs) AND SECONDARY SCHOOLS IMPLEMENTING
UNITS AND NON-IMPLEMENTING UNITS (Receiving Salary Thru the RPSU)

FROM : DIOSDADO M. SAN ANTONIO
Director

SUBJECT : SUBMISSION OF BIR FORM 2305 (Certificate of update of Exemption and of
Employer's and Employee's Information)

DATE : May 31, 2016

The Regional Payroll Services Unit (RPSU-Accounting) is updating its database in order to deduct the correct monthly withholding tax on compensation of each employee for the taxable year 2016.

In line with this, all employees teaching and non-teaching personnel of DepED CALABARZON are hereby required to submit to the Finance Division (Accounting Unit) Two (2) copies of Updated BIR FORM 2305 validated by your respective RDO on or before **June 15, 2016** as required by the Agency concerned.

For strict compliance.

