



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-215

To: **All Financial Staff of Implementing & Operating Units
Budget and Accounting Section Personnel
Payroll Unit Personnel**

From: *For* *Jh. Amal G. Paguian*
WILFREDA D. BONGALOS PhD, CESO V *WDB*
Schools Division Superintendent

Subject: **PREPARATION AND SUBMISSION OF 2024 ANNUAL INCOME
TAX REPORT**

Date: November 11, 2024

1. In line with the submission of the 2024 Annual Income Tax Return (BIR 2316) Report of the Bureau of Internal Revenue with deadline on January 31, 2025, Division of City Schools-Tagbilaran will conduct the training on the proper reporting of the said BIR report on November 13, 2024 at 1:30 p.m. to 5:00 p.m. at the Division Office Conference Room, 2nd floor.
2. For purposes of uniformity, financial staffs of Implementing units are required to attend the training, download the Alphalist Data Entry & Validation version 7.0 and bring with them laptops with extension wire.
3. All expenses relative to the said training will be chargeable against School/Division MOOE subject to the usual accounting and auditing rules and regulations.
4. For immediate dissemination and strict compliance.

WDB/Budget & Acctg./Payroll Unit



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