Division Memorandum
No. 92 s. 2012

TO: Assistant Schools Division Superintendents
    Education Supervisors
    Public Schools District Supervisors
    Elementary and Secondary School Heads
    Chief of Sections

From: GILBERT T. SADSAD
      Schools Division Superintendent

Date: October 25, 2012

Subject: Last Call for the submission of Update of BIR Withholding Tax Exemptions for CY 2012

This has reference with Division Memorandum No. 92 s. 2012 re: Update of BIR Withholding Tax Exemptions for CY 2012 which has a deadline for submission on August 31, 2012. Upon verification, there are still districts/secondary schools who have not yet submitted the reports which are needed in the annual updating of tax exemptions of employees and teachers of this Division. Year-end Adjustment of Withholding Tax for Calendar 2012 is necessary for proper computation of tax, to come up with even tax returns (tax due = tax withheld).

In view thereof, teachers and employees who have not submitted the necessary supporting documents are directed to comply until November 5, 2012.

Immediate dissemination of this memorandum is desired.