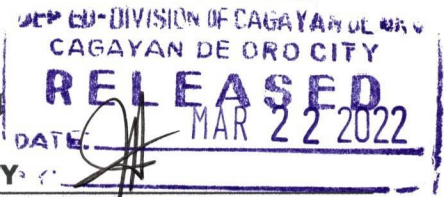




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

March 22, 2022

DIVISION MEMORANDUM

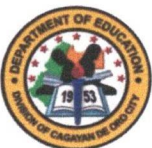
No. 99, s. 2022

RELEASE OF BIR FORM 2316 FOR TAXABLE YEAR 2021

TO : SGOD/CID Chief, PSDS, EPS and other SDO Personnel
All Public Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
This Division

1. The Accounting Office will release to the concerned personnel through the School Head or his/her authorized representative the 2021 BIR Form 2316 on **March 24-30, 2022**.
2. The implementation of minimum health protocol is strictly observed by the Office; hence the release of BIR Form 2316 will be scheduled by District. Please refer to the attached Schedule of Release by District.
3. The School Head or his/her authorized representative are required to bring a copy of list of employees of the school for transmittal purposes.
4. School Head are advised to keep a copy of BIR Form 2316 of each employee as school file for future references.
5. For guidance and strict compliance.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048

SCHOOL DISTRICT	DATE
NORTH I North City Central School Consolacion Es Macabalan ES St. John ES	MARCH 24, 2022
SOUTH South City Central School Camaman-an ES Camaman-an ES – Macapaya Extn. Indahag ES Indahag ES – Habitat Extn. Kamakawan ES Macasandig ES Taguanao ES	

NORTH II Kauswagan Central Bayabas ES Bonbon ES Bongbongon ES	MARCH 25, 2022
SOUTHWEST I Lumbia Central School Baluarte ES Batinay ES Kiam-is ES Pagalungan ES Pigsag-an ES Taglimao ES Tagpangi ES Tuburan ES Tumpagon ES	
SOUTHWEST II Balongkot ES Bayanga ES Besigan ES Cadayonan ES Dansolihon ES Dunggoan ES Iba ES Magayad ES Mambuaya ES Man-ai ES Mangalay ES Midkiwan ES Tignapoloan ES	MARCH 28, 2022

Upper Tignapoloan ES	
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WEST I West City Central School Balulang ES Fr. William F. Masterson, SJ ES Macanhan ES Sacred Heart Village ES Philippine Island Kids, Inc. Upper Carmen ES	MARCH 29, 2022
WEST II Bulua CS Baikingon ES Bulao ES Camp Evangelista ES Canitoan ES G.L Reyes Anhawon ES Iponan ES Pagatpat ES Pamalihi ES Pedro "Oloy" N. Roa, Sr ES Pedro "Oloy" N. Roa, Sr ES – Fil Chi San Simon Es	

SCHOOL DISTRICT	DATE
CENTRAL City Central School Corrales ES	MARCH 30, 2022
EAST I East City Central Cugman ES F.S Catanico ES F.S Catanico – Camansi Extn. Gusa ES Malasag ES	