Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong
Tel. no. 533-60-85 Fax. no.532-71-17
E-Mail Address: depedmandaluyong@gmail.com
Official Website: depedmandaluyong.wordpress.com

March 5, 2014

DIVISION OF CITY SCHOOLS
RELEASED
BY:
DATE 3/6/2014 9:10 AM
MANDALUYONG

MEMORANDUM

TO: Assistant Schools Division Superintendent
Administrative Officer V
Principals, Mandaluyong High School and Jose Fabella Memorial School

SUBJECT: EXTENSION OF DEADLINE RE: BIR FORM 2316

Please find attached letter from the Bureau of Internal Revenue dated March 4, 2014 approving the request for extension of deadline on the filing of BIR form 2316.

For your information and strict compliance.

EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

March 4, 2014

MR. PONCIANO A. MENGUITO
OIC, Office of the Regional Director
Department of Education
National Capital Region
Daan Misamis St. Bago Bantay
Quezon City

Dear Mr. Menguito:

This has reference to your February 25, 2014 requesting for the extension of the deadline of filing of the Certificate of Compensation/Tax Withheld for calendar year (CY) 2013 (BIR Form No. 2316) from February 28, 2014 to March 10, 2014 on the ground that your Office has almost Sixty Thousand (60,000) employees to cater with and you are encountering a shortage of the said BIR forms.

In reply, please be informed that, finding your reasons meritorious, this Office hereby grants your request for the extension of the filing of the said BIR form from February 28, 2014 to March 10, 2014. However, any request for further extension shall no longer be entertained.

For your reference and guidance.

Very truly yours,

ELVIRA R. VERA
Assistant Commissioner
Collection Service

J-5

#1869

DIVISION OF CITY SCHOOLS
RECEIVED
By: Malou
Date: 05 MAR 2014
Time: 1:25 pm
MANDALUYONG