



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City




Office of the City Schools Division Superintendent

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Division Memorandum No. 220, s. 2017

TO: ALL EMPLOYEES (teaching and non-teaching)

FROM:   
DEED D. SILVA, DPA, CESO VI  
Schools Division Superintendent<sub>M</sub>

SUBJECT: UPDATING OF EXEMPTIONS FOR TAX PURPOSES

DATE: March 28, 2017

In view of the updating of personal and additional exemptions for tax Calendar Year 2017, all employees (teaching and non-teaching) of the Deped – Schools Division of Digos City are required to submit their BIR Form 2305 to the Accounting Section not later than April 15, 2017 for the integration and proper computation of tax due. Failure to do so will result to the erroneous amount of tax due.

Employees must accomplish four (4) copies of BIR form 2305. The following documents will be attached together with the accomplished BIR form 2305:

1. One Photocopy of Marriage Contract (if married)
2. One Photocopy of Birth Certificate for each qualified dependent (if any)
3. List of active business (if any)

For your information and strict compliance.

DepEd Schools Division of Digo

**RELEASED** 3516

Date: MAR 31 2017 Time: 9:22 AM

By: 