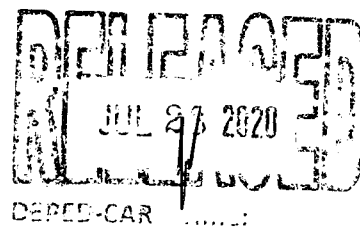




Republic of the Philippines
Department of Education
 Cordillera Administrative Region

July 14, 2020

REGIONAL MEMORANDUM
 No. 204-2020



TO : Schools Division Superintendents
 Division Accountants/ Division Administrative Officers
 All Others Concerned
 All Divisions

Submission of Summaries of Personnel Benefits paid to personnel under Supplementary Payrolls for CY 2020

- In preparation for the issuance of the 2020 BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) and the updating of withholding taxes of all employees whose salaries are being processed at the Regional Payroll Services Unit, all Division Offices are to submit the summaries of personnel benefits they paid and all deductions they made in the supplementary payrolls they have processed.
- The Summaries of all personnel benefits paid to employees under supplementary payrolls shall be submitted on the following period:

For personnel benefits paid in:	Submission of summaries shall be:
1. January to July	On or before last working day of July
2. August	On or before last working day of August
3. September	On or before last working day of September
4. October	On or before last working day of October
5. November	On or before last working day of November
6. December	On or before December 7

- The format is attached for reference. **Signed** hard copies of the reports are to be submitted to the Administrative Division, Attn.: Ms. Cornelia D. Adaci-Dulnuan while soft copies, **in excel format**, are to be emailed to rpsu.depedcar@gmail.com.

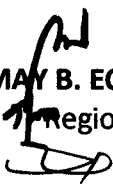




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4. For employees who transferred in from other agencies or from DepED Implementing units this 2020, a clear photocopy of the BIR 2316 issued by their previous employer shall be attached as well. This shall cover the period January 1 2020 until the last payment received from previous employer.

5. For compliance.


MAY B. ECLAR, Ph.D., CESO V
Regional Director

/cdad



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318 | **Fax No.:** (074) 422-4074
Website: www.depedcar.ph | **Email Address:** car@deped.gov.ph



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SUMMARY OF PERSONNEL BENEFITS PAID UNDER SUPPLEMENTARY PAYROLLS:

DIVISION: _____

Station	Employee Number	Employee Name	Period Covered		Personnel Benefits Paid				Deductions			
			From	To	Salaries	Salary Diff'ls	Bonus/ Bonus Diff'ls	TOTAL	GSIS L&R	PHIC	HDMF	Withholding Tax
ELEM:												
SEC:												
INSULAR:												
SENIOR HIGH SCH.												

Note: Additional columns may be added under PERSONNEL BENEFITS PAID for other TAXABLE benefits (excluding cash allowance) paid aside from those mentioned above (ex. PBB).

PREPARED BY:

CERTIFIED CORRECT:

NOTED:

Division Accountant

Schools Division Superintendent

