



Republic of the Philippines
Department of Education
CARAGA REGION



December 6, 2022

REGIONAL MEMORANDUM

No. 1086 s, 2022

TO: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**BIR FINAL TAX ADJUSTMENT FOR TAXABLE YEAR 2022 OF
DEPED CARAGA PERSONNEL UNDER THE REGIONAL PAYROLL
SERVICES UNIT (RPSU) FOR DECEMBER 2022 PAYROLL**

1. Pursuant to the Yearly Mandatory Submission of "*BIR Form No. 1604-CF or the Annual Information Return on Compensation and Final Withholding Tax*", the RPSU will give instructions regarding on the finalization of the Tax Adjustment Report submitted last November 2022 for December 2022 Payroll, on December 9, 2022.
2. Corollary thereto, this office would like to request one (1) RPSU Payroll Counterparts in charge of the preparation of the Tax Adjustment Report submitted last November 2022 per division for the Divisions of Agusan del Norte, Agusan del Sur, Bayugan City, Bislig City, Dinagat Islands, Siargao, Surigao City, Surigao del Norte, Surigao del Sur and Tandag City, to attend on the said finalization of Tax Report, at the RPSU, Deped Regional Office 13, J. Rosales Avenue, Butuan City.
3. Travelling expenses incurred by the participants are chargeable against the division funds subject to the usual accounting rules and regulation.
4. Immediate dissemination of this Memorandum is enjoined.


MA. GEMMA MERCADO LEDESMA
Regional Director

Enclosure: None

Reference: Deped Memorandum OUF-2022-0455

To be indicated in the Perpetual Index
under the following subjects:



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MEMORANDUM

PAYROLL

REPORTS

RPSU/apm
12/6/22



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