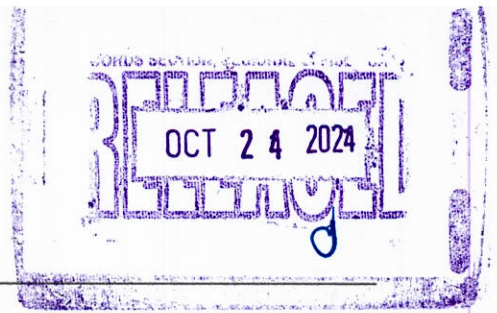




Republic of the Philippines
Department of Education
CARAGA REGION



OCT 23 2024

REGIONAL MEMORANDUM
No. **1140**, s. 2024

To: Schools Division Superintendents
Administrative Officer V
Division Payroll Incharge
Tax Remittance Incharge
All Others Concerned

ENHANCEMENT SEMINAR ON BIR TAX ADJUSTMENT 2024 AND OTHER
PAYROLL MATTERS

1. Relative to BIR year-end payroll tax compliance, the Regional Payroll Services Unit (RPSU) will conduct an enhancement seminar on BIR Tax Adjustment 2024 preparation and other payroll matters on October 29, 2024, 8:00 AM to 5:00 PM, at the RPSU Office of DepEd Caraga Regional Office, J. Rosales Ave., Butuan City.
2. The Schools Division Offices (SDOs) are required to send two (2) participants to attend this activity, particularly, the division payroll-incharge and the division tax remittance incharge.
3. Lunch and snacks will be served at the venue.
4. Travel expenses and accommodation incurred by the participants are chargeable to the division funds subject to the usual accounting and auditing rules and regulations.
5. For more information, please contact Mr. Anven P. Maglasang, Administrative Officer IV, Administrative Services Division (ASD) at anvenm@yahoo.com.
6. Immediate dissemination of this memorandum is enjoined.

MARIA INES C. ASUNCION
Director III
Officer-in-charge
Office of the Regional Director

Encl.: None
Reference: Memorandum: None
To be indicated in the Perpetual Index
under the following subjects:

DEDUCTIONS

PAYMENT

SALARY

ASD/rbb
10/23/2024



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