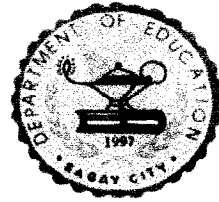




Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF SAGAY CITY**  
Quezon St., Poblacion 1, Sagay City, Negros Occ.



**DIVISION MEMORANDUM**

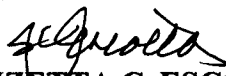
January 30, 2018

No. 137 s. 2017

**Filing of Community Tax Certificate (CY 2018)**

To: Assistant School Division Superintendent  
Chief CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
PIDs  
School Head of Public Elementary and Secondary Schools  
Teaching and Non-Teaching Personnel  
All other concerned

1. In preparation for the filing of BIR Form No. 2316 Certificate of Compensation Payment, all personnel concerned are hereby advice to get Community Tax Certificate (CTC) / CEDULA applicable for this calendar year 2018 as data requirement in filing BIR Form No. 2316.
2. It is preferable that you file your CTC in the City Treasurers Office.
3. Immediate and wide dissemination of this memorandum is desired.

  
**SUZETTA C. ESCOLTA**  
Admin. Officer V – Admin. Services  
In-charge of the Division