



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

February 22, 2022

OFFICE MEMORANDUM

No. 015 s. 2022

TO : **RALF RENZ A. RAPIRAP** – Administrative Officer II
Accounting Unit

SUBJECT : **DESIGNATION AS AUTHORIZED REPRESENTATIVE
TO THE BUREAU OF INTERNAL REVENUE (BIR)**

1. In the exigency of service, you are hereby designated as Authorized Representative of Department of Education – Schools Division of Bohol to the Bureau of Internal Revenue (BIR) alternatively with the Head of Accounting and Human Resource.
2. In this connection, you are also authorized to sign and represent for and on behalf of Department of Education – Schools Division of Bohol on documents involving the authorities, duties and functions pertaining to the Certificate of Compensation Payment/Tax Withheld of BIR Form No. 2316, among others.
3. Immediate dissemination of this memorandum is required.

BIANITO A. DAGATAN Ed.D CESO V
Schools Division Superintendent



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BOHOL