



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

January 8, 2025

DIVISION MEMORANDUM
No. 131, s. 2025

SUBMISSION OF REQUIRED INFORMATION

To: Assistant Schools Division Superintendents
Public Schools District Supervisors
Administrative Officer II
Senior Bookkeepers
All Others Concerned

1. The Regional Office will be implementing a new software for easier tax computation, which will also be adopted by all Division Offices starting in 2025. Given the previous concerns regarding missing or incorrect TIN and personnel names, all District Administrative Officers II are hereby instructed to complete and submit the following required information and ensure precision and accuracy of the data:

SCHOOL ID	SCHOOL	Employee Number	TIN (13-Digit)	Last Name	First Name	Middle Name (complete Middle Name)	Extn Name	Birthdate (mm/dd/yyyy)	ELEM/ SEC	Employee's Address	Appointment	Station Name	STATUS ID
123465	MAKATUM ELEMENTARY SCHOOL	10009	942-918-508-0000	DINO	TOHAMIE	MUGAN	JR	12/1/2003	ELEM	MALATE, MANILA	Regular	MAVA ES	098
10010	BEYBAMASS NATIONAL HIGH SCHOOL	10010	754-438-358-6969	ANGELIKA	MIA	KHANG		7/5/1991	SEC	MALIBOG, CEBU CITY, CEBU	Regular	INSULAR	095

2. A soft copy of the above information should be emailed to the SDO BIR In-Charge Mr. Karl Joseff Sarigumba, at karljoseff.sarigumba@deped.gov.ph for each district. Additionally, a signed hard copy Prepared by the District Administrative Officer II and Certified Correct by the PSDS, must be submitted to the SDO Accounting office. The deadline for submitting both the hard and soft copies is **February 21, 2025**.
3. After the last entry of personnel, indicate "NOTHING FOLLOWS". Ensure that all submitted information is complete and no fields are left blank.
4. Immediate dissemination of and strict compliance with this memorandum are requested.

FAY C. LUAREZ EdD PhD TM CESO VI
OIC - Schools Division Superintendent