



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

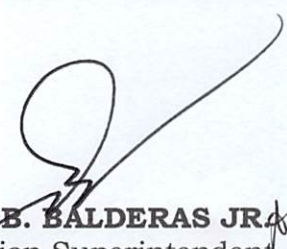
04 Apr 2024

DIVISION MEMORANDUM  
No. 271 s. 2024

**FILING OF INCOME TAX RETURN**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Relative to the filing of Annual Income Tax the attached list of personnel is advised to file BIR Form No. 1700 on or before April 15, 2024.
2. This return shall be filed by every resident citizen deriving compensation income from all sources, or resident alien and non-resident citizen with respect to compensation income from within the Philippines. Corresponding penalty for the non-filing of this return shall be borne by the personnel stated on the attached list with two employers for CY 2023.
3. For any concerns/questions, kindly coordinate with Ms. Charlene R. Rago of Accounting Office for further clarifications.
4. Immediate dissemination and strict compliance of this memorandum are desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

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

**FILING OF INCOME TAX RETURN**

OSDS-Accounting- filing of income tax return  
ACCE9PN2-000244/April 4, 2024

**List of Personnel**

- 1 AGCAOILI, TRACY R
- 2 ALVAREZ, JANELLE S
- 3 AMBAS, SARIAH LETZ E
- 4 ANDREY, MIKAEL SANDINO T
- 5 ARNAIZ, MARY GRACE O
- 6 BISAGAS, ARLENE C
- 7 BUENAFE, JUDINETH P
- 8 CABALSA, EVANIE P
- 9 CABRIGA, IRENE B
- 10 CABILE, DEMOCRITO C JR
- 11 CRUZAT, ROMINA JOY S
- 12 DE RAMA, MARICEL L
- 13 DELIN, APRIL H
- 14 FRANCIA, JEM JOYCE R
- 15 LUBIANO, MICHELLE ANNE D
- 16 MAALIW, DEXTER C
- 17 MANZANARES, DESSA LIANA C
- 18 MIRANDILLA, JERIC M
- 19 NADRES, PROCULO P
- 20 OABEL, MARIEL C
- 21 OABEL, SHEILA MARIE C
- 22 ORIASSEL, ANTHONY T
- 23 PABULARCON, MILA ROSA B
- 24 PRAC, MICHAEL D
- 25 QUIJANO, FATIMA JOY V
- 26 QUIRANTE, VERONICA R
- 27 RAMALLOSA, WAYNE HOWARD C
- 28 REYES, SHARA LOU P
- 29 REYES, SHIELA MAE P
- 30 SALAYO, ELAINE C
- 31 SALGADO, MERLINDA T
- 32 SONCADOS, LAILANE S
- 33 VALENCIA, EMERENCIANA P
- 34 VALENCIA, MARK BRYAN F