



Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



DIVISION MEMORANDUM  
No. 083 , s. 2018

**TO:** HEADS OF PUBLIC ELEMENTARY SCHOOLS  
HEAD OF ROSARIO QUESADA MNHS  
HEAD OF WEST PALALE NHS  
ALL OTHERS CONCERNED

**FROM:** CATHERINE P. TALAVERA, CESO VI  
Schools Division Superintendent

**SUBJECT** PAYMENT OF INCOME TAX

**DATE:** March 27, 2018

Please be reminded the due date for filing and payment of Income Tax is on April 15, 2018. Attached is the List of Personnel required to pay income tax. For any concerns/questions refer to Finance Services Unit Personnel for further clarifications.

Immediate dissemination and strict compliance of this memorandum is desired.

FS-ACCTG/PAYMENT OF INCOME TAX  
DM-083 /03-27-18

*We are an emerging division where excellence is a habit and allegiance for quality is a pledge.*  
Email us at: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph) tel. no. : (042) 797-0591  
Website: [www.depedtayabascity.ph](http://www.depedtayabascity.ph) telefax no. : (042) 797- 0054), (042) 797-0773



**List of Teachers/Personnel required to report to Accounting Unit for BIR 2316 FY 2017. ASAP.  
For further instructions.**

1. Alega, Josefita P.
2. Adillo, Alicia P.
3. Bajar, Norena A.
4. Cabriga, Jeric L.
5. Cataquiz, Mylene V.
6. Corong, Bernardita D.
7. Dequina, Perlita C.
8. Escobido, Lita S.
9. Jamilano, Jeanny M.
10. Labita, Dolores N.
11. Rubio, May Ester M.
12. Sombrero, Loriebel A.
13. Yanela, Maida T.
14. Zapata, Laurice