



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

07 Jan 2022

DIVISION MEMORANDUM
No. 011, s. 2022

ANNUAL FILING FOR COMMUNITY TAX CERTIFICATE

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to remind all employees on the annual filing for Community Tax Certificate (CTC). All are requested to secure and submit *scanned copy* of their CTC **on or before January 14, 2022**. Submission must be made by School with enclosed *electronic/editable copy of summary*, details to be included are as follows:

NAME OF EMPLOYEE			CTC NUMBER	DATE ISSUED	PLACE OF ISSUE	AMOUNT PAID
LAST NAME	FIRST NAME	MIDDLE NAME				
CRUZ	CRIS	TIU	12345678	04-Jan-2022	El Salvador City	276.00

2. All submissions must be done via email to benefits.elsalvadorcity@deped.gov.ph,
3. This Office shall adhere to Equal Opportunity Principle (EOP) in reviewing the documents received and attending to clarification/queries relative to the same. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. This is for strict compliance by all employees.


OLGA C. ALONSABE, PhD, CESE
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

EMPLOYEES FORM POLICY PROCEDURE



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph