



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

20 Jan 2023

DIVISION MEMORANDUM
No. 028, s. 2023

ANNUAL FILING FOR COMMUNITY TAX CERTIFICATE

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
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 31, 2023**. 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 | 25-Jan-2023 | El Salvador City | 310.00 |

2. All submissions must be done via email to benefits.elsalvadorcity@deped.gov.ph. Any submission made through the receiving section shall be returned immediately.

3. As for the Division Office Personnel, the Personnel Unit will facilitate for an online tool for the collection of the data mentioned above.

4. 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.

5. This is for strict compliance by all employees.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

EMPLOYEES FORM POLICY PROCEDURE

