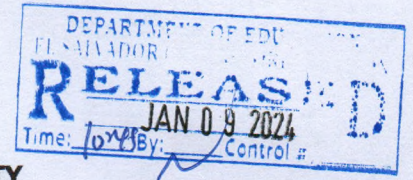




Republic of the Philippines  
 Department of Education  
 REGION X – NORTHERN MINDANAO  
 SCHOOLS DIVISION OF EL SALVADOR CITY



04 Jan 2024

DIVISION MEMORANDUM  
 No. 015, s. 2024

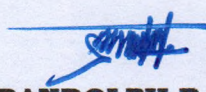
**ANNUAL FILING FOR COMMUNITY TAX CERTIFICATE**

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

- 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, 2024**. 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				
OCO	RHYS	RAS	12345678	25-Jan-2024	El Salvador City	450.00

- All submissions must be done via email to [benefits.elsalvadorcity@deped.gov.ph](mailto:benefits.elsalvadorcity@deped.gov.ph). Any submission made through the receiving section shall be returned immediately.
- As for the Division Office Personnel, the Personnel Unit will facilitate for an online tool for the collection of data mentioned above.
- All are reminded that this Office adheres to Equal Opportunity Principle (EOP). 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.
- This is for strict compliance by all employees.

  
**RANDOLPH B. TORTOLA**  
 Schools Division Superintendent

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

EMPLOYEES FORM                      POLICY                      PROCEDURE

