



Republic of the Philippines  
**Department of Education**  
Region VII – Central Visayas  
Schools Division of CEBU PROVINCE

**Office the Schools Division Superintendent**

January 31, 2024

DIVISION MEMORANDUM

No. *065*, s. 2024

**ORIENTATION ON THE PREPARATION AND SUBMISSION OF BUREAU OF  
INTERNAL REVENUE (BIR) FORMS FOR FY 2023**

**To:** Assistant Schools Division Superintendents  
Chiefs, CID, and SGOD  
Public Schools District Supervisors/OICs  
Elementary and Secondary School Heads  
All Others Concerned

1. In preparation for the submission of BIR Forms 1604C (Alpha List) and 2316 for Fiscal Year 2023, an Orientation-workshop shall be conducted on 05 February 2024 at the Social Hall, Division Office, to be facilitated by Finance Services personnel of the Office of the Schools Division Superintendent.
2. Participants are the fifty-eight (58) District Bookkeepers of the DepED Cebu Province and select personnel from the Administrative Section and Finance Services Section who shall conduct and facilitate the Orientation-Workshop.
3. The District Bookkeepers are advised to bring with them and submit to the SDO-Accounting Unit all Liquidation Reports pending at their respective districts relative to all funds downloaded and released from the Division Office to the School Head as Cash Advance prior to January 2024.
4. Expenses incurred shall be charged from the Division Office MOOE funds, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum serves as **Authority to Travel** of the participants.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**SENEN PRISCILO P. PAULIN, CESO V**  
Schools Division Superintendent 

SDO-AU/RAG/fpu2024



Address: IPHO Bldg., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 424-9000

Email Address: cebu.province@deped.gov.ph



[www.cebuprovince.deped.gov.ph](http://www.cebuprovince.deped.gov.ph)



DepEd Tayo Cebu Province

