



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

FEB 14 2022

SUBMISSION OF SCANNED COPIES OF CEDULA

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary & Secondary School Principals / OICs
Administrative Officer V
All Others Concerned

1. Attached is a letter from Melania M. Casanova, Acting Head of City Accounting Department dated February 10, 2022, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate, wide dissemination and compliance of this Memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

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

EMPLOYEES

MMP/NAV/DM – SUBMISSION OF SCANNED COPIES OF CEDULA
061/FEBRUARY 14, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 8805 - 9935, (02) 8805 - 9940
sdo.muntinlupa@gmail.com



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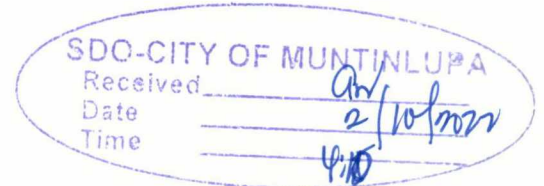
Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
City of Muntinlupa



Date: February 10, 2022

To: City Government of Muntinlupa Offices and Departments

Subject: Submission of Scanned Copies of Cedula



Greetings!

In line with the City's filing of Income Tax Return of Employees (BIR Form 2316) for the year 2021, may we request to submit the scanned copies (**PDF Format**) of Cedula on or before **February 18, 2022 (Friday)** as attachment on the said filing. This is pursuant to BIR Revenue Regulations No. 16-2021 and Revenue Memorandum Circular No. 117-2021.

Kindly send the scanned copies to cadpayrollandremittancection@gmail.com

We expect nothing but your utmost support by complying on or before the abovementioned deadline.

Thank you and God bless.


MELANIA M. CASANOVA
Acting Head, City Accounting Department

Note: Please disregard this letter if you already submitted the hard copies.

Main Building, National Road, Putatan, City of Muntinlupa 1772
Tel: 88615803; 88623822

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