



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

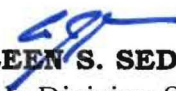
JAN 13 2023

MEMORANDUM

PAGKUHA NG CEDULA (COMMUNITY TAX CERTIFICATE)

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 City Paid Employees

1. Attached is a Memorandum from Erwin P. Vibora-City Treasurer dated January 9, 2022, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. All city paid employees will get a Community Tax Certificate directly to City Treasurer's Office and submit a copy to Accounting Office until February 15, 2023.
3. Immediate, wide dissemination and compliance of this Memorandum is desired.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

EMPLOYEES TAX

MMP/NAV/DM – PAGKUHA NG CEDULA (COMMUNITY TAX CERTIFICATE)

010 /JANUARY 12, 2023

UN-2023-010



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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REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
TANGGAPAN NG INGAT-YAMAN



SDO-CITY OF MUNTINLUPA
Received _____
Date 1-12-23
Time 4:00 P

PALIBOT-LIHAM

PARA SA : LAHAT NG PINUNO AT KAWANI NG BAWAT TANGGAPAN

MULA KAY : ERWIN P. VIBORA
Panglungsod na Ingat-Yaman

PETSA : ENERO 9, 2023

PAKSA : PAGKUHA NG CEDULA (*Community Tax Certificate*)

Magalang ko pong ipinapa-alala na ang pagkuha ng Cedula (Community Tax Certificate) ay hanggang ika-28 ng Pebrero, 2023 po lamang. Ngunit sa kadahilanan na mayroon pong "*tax refund*" ang ilan sa ating mga kawani, ang lahat po ng tanggapan ay inaasahang makapag-sumite ng kanilang kumpletong listahan hanggang **ika-15 ng Pebrero, 2023, Miyerkules**. Ang *Accounting Office* ay maglalabas ng alphalist ngayong **ika-17 ng Enero, 2023**.

Mangyari po na ipa-xerox at bigyan ng kopya ng inyong Cedula ang Tanggapan ng Ingat-Yaman upang hindi maantala ang pagbibigay ng *tax refund*.

Umaasa po sa inyong pagtalima.

ERWIN P. VIBORA
Panglungsod na Ingat-Yaman

Binigyan-pansin:

ROZZANO RUFINO B. BIAZON
Punong Lungsod



Binigyang sipi: Lahat ng Tanggapan

**Mangyaring huwag na pong pansinin ang palibot-liham kung ang inyong tanggapan ay kaagad na pong nakapag-sumite.*



ISO 9001:2008 CERTIFIED
CERT. CODE : QMS0708041506KA-001

YAN ANG TAMA YAN ANG MUNTINLUPA!