



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 11 2024

MEMORANDUM

PAGKUHA NG CEDULA (COMMUNITY TAX CERTIFICATE)

TO: OIC- Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public and Private Elementary & Secondary School Heads/OIC's
Administrative Officer V

1. Attached is a Memorandum from Erwin P. Vibora-City Treasurer dated January 9, 2024, the contents of which are self-explanatory, for information and guidance of all concerned.
2. All city paid employees are required to get a Community Tax Certificate directly to City Treasurer's Office and submit a copy to Accounting Office until February 15, 2024.
3. Immediate, wide dissemination and compliance of this Memorandum is desired.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Reference: None

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




EMPLOYEES TAX

MMP/NAV/DM – PAGKUHA NG CEDULA (COMMUNITY TAX CERTIFICATE)
014 /JANUARY 9, 2024

UN-2024-014

2024-084



 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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01-133

Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Office of the City Treasurer



PALIBOT-LIHAM

PARA SA : LAHAT NG PINUNO AT KAWANI NG BAWAT TANGGAPAN

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

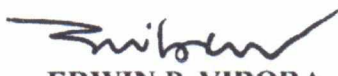
PETSA : ENERO 9, 2024

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

Magalang ko pong ipinapa-alala na ang pagkuha ng Cedula (*Community Tax Certificate*) ay hanggang ika-29 ng Pebrero, 2024 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, 2024, Huwebes**. Ang *Accounting Office* ay maglalabas ng alphalist bago o, ngayong **ika-19 ng Enero, 2024**.

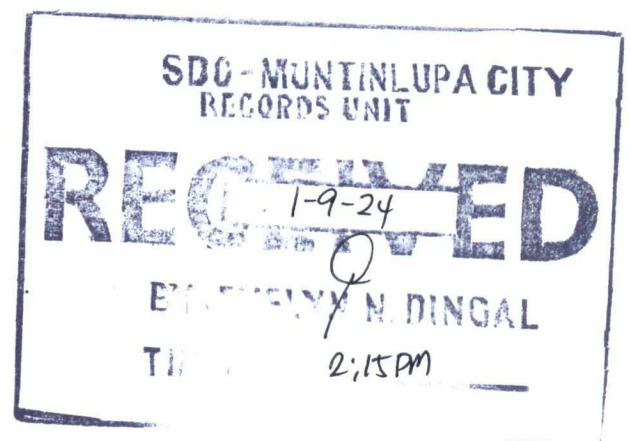
Mangyari po na ipa-xerox at bigyan ng kopya ng inyong Cedula ang Tanggapan ng Ingat-Yaman upang hindi maantala ang pagbibigay ng *tax refund*.

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.*



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Office of the City Treasurer




5 January 2024

TO ALL OUR BELOVED TAXPAYERS:

In accordance with *Sections 156-161 of R.A. 7160* and *Sections 46-48 of the Revenue Code of Muntinlupa*, every employee who has been regularly employed on a wage or salary basis for at least thirty (30) consecutive days during any calendar year and who is required by law to file an income tax return shall pay an *annual community tax* of five (5) pesos and an *annual additional tax* of one (1) peso for every *One Thousand Pesos* of income not later than the last day of February of each year.

Your usual cooperation in this regard is highly appreciated.

Very truly yours,


ERWIN P. VIBORA
City Treasurer

Noted by:


ENGR. ALLAN A. CACHUELA
City Administrator

