



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON

July 13, 2022

Division Memorandum
No. 122, s. 2022

**Orientation on Proper Withholding of Taxes on School MOOE fund/Tax
Remittance Advice**

To: School Heads of Elementary and Secondary Non- Implementing Units
All Others Concerned


1. In our desire to fully maximize the regular school MOOE funds, this Division have downloaded the gross amount of MOOE to Non-IU schools for the past months. However, necessary adjustment must be undertaken for the remaining 3rd and 4th Quarter to ensure the availability of cash allocation within the year and to optimize the use of the tax remittance advice.
2. In relation to this, a half day seminar/orientation to all School Heads and their financial staff will be conducted to reiterate and further discuss the nature and effect of tax remittance advice, the roles and responsibilities of the schools being a Tax Withholding Agents, the importance of correct and proper withholding and reporting of remittance of withheld taxes from our suppliers to be held at the Bulwagan ng Karunungan on July 18-19, 2022.
3. Schedule is as follows:

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|--------------------|---|
| July 18, 2022 (AM) | Districts of Casiguran , Juban, Magallanes North and South |
| July 18, 2022 (PM) | Districts of Pilar 1 and 2, Pilar 3 and 4, Castilla East and West, Donsol West and East |
| July 19, 2022 (AM) | Districts of Bulan 1 and 2, Barcelona, Matnog, Sta Magdalena |
| July 19, 2022 (PM) | Districts of Bulusan, Irosin, Gubat North and Gubat South , Prieto Diaz |



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4. Expenses related to the conduct of the said activities shall be charged against school/division MOOE fund subject to the usual accounting and auditing rules and regulations.
5. For strict compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent