



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

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October 17, 2022

**DIVISION MEMORANDUM**

No. 405, s. 2022

**SUBMISSION OF OTHER BENEFITS FOR THE TAX  
COMPUTATION FOR CY 2022**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools

1. Attached is **DepEd Memorandum No. 784 s, 2022**, titled **“Submission of Other Benefits for the Tax Computation for CY 2022”**.
2. Immediate dissemination of and compliance with this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl: As stated

Reference: As stated

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

TAX

EMPLOYEE

OFFICIALS

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Address: Banica, Roxas City  
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osds/admin



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

OCT 11 2022

REGIONAL MEMORANDUM  
NO. 784 S. 2022

**SUBMISSION OF OTHER BENEFITS FOR THE  
TAX COMPUTATION FOR CY 2022**

To: Schools Division Superintendents  
All Others Concerned

1. To facilitate the computation of taxes of the teaching and non-teaching personnel under the Regional Payroll Services Unit, this Office hereby directs the School Division Offices and Secondary Implementing Units to submit list of personnel with other benefits received for CY 2022.
2. The template will be the division payroll verifier database that will incorporate the other benefits ( see attached template).
3. The consolidated summary of personnel with other benefits shall be submitted in Excel Format on or before October 21, 2022.
4. For clarification, contact Mr. Melpen De los Santos, Administrative Aide VI, with contact number 09281424649 and email address [melpen.delossantos@deped.gov.ph](mailto:melpen.delossantos@deped.gov.ph).
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

To be indicated in the Perpetual Index  
under the following subjects:

TAX          EMPLOYEE          OFFICIALS



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Regional Memo \_\_\_\_\_, s. 2022

**SAMPLE TEMPLATE**

PAYCC	REGCC	DIVCC	STACC	EMPNO	FNAME	LNAME	MI	BASIC	PBB	PBB_TAX	STEP	STEP_TAX	OVERTIM	OT_TAX	DIFF	DIFF_TAX	OTHERS	OTHERS_TAX
1	06	098	001	4081778	MARY	BAUTISTA	H	28589										
1	06	098	001	4093029	ANA	SANTOS	L	29878										
1	06	098	001	4128025	RAMON	REYES	C	28905										
1	06	098	001	4129310	ROSA	DELA CRUZ	M	28276										
1	06	098	001	4130445	JOSE	DIAZ	P	26624										

From Payroll Verifier Database

Note: No Modification of Divcode, StaCode and EmpNo

Additional column for Other Benefits to be incorporated in the CY 2022 Tax Computation