



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
Butuan City



Regional Memorandum
No. **648** s. 2018

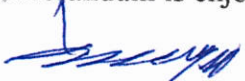
November 13, 2018



DATA NEEDED REGARDING BASIC SALARY, PERA, GSIS, PHILHEALTH, PAG-IBIG, WITHHOLDING TAX AND OTHER BENEFITS

TO: All Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Salaries and other benefits received of all officials, employees, personnel in the government are subject to withholding tax.
2. There are newly hired teaching and non-teaching personnel who were initially paid in the Division who have been imposed withholding taxes in the Division but later on incorporated in the Regional Payroll Services Unit (RPSU) and their salaries were imposed withholding taxes reckoned from the time they were incorporated in the RPSU.
3. For a more precise amount of withholding taxes that will be deducted from the salaries and other benefits of all officials/personnel/employees, there is a need to have the data on their basic salaries, PERA, GSIS, Philhealth, Pag-IBIG and other benefits.
4. Attached are templates in excel forms to be accomplished. Deadline for submission of the duly accomplished forms will be on November 19, 2018.
5. Immediate dissemination of this Regional Memorandum is enjoined.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

BENEFITS DATA PERSONNEL TAX