



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Division MEMORANDUM

No. 172, s. 2025

To: District Supervisors /DIC JHS Schools NON-IUS PAYROLL & TRA INCHARGE

INPUT/UPDATE OF (JHS) JUNIOR HIGH SCHOOL (PS) PERSONNEL SERVICES ACCOUNT BIR FORM/TAX TYPE 1601-C.

1. This Division, through the Accounting Section, would like to inform all the JHS payroll & TRA Tax Remittance Advice in-charge to input/update the school account at the BIR Office regarding 1601-C PS starting September 8, 2025 to Sept. 10, 2025.
2. The JHS TRA administrator or in-charge shall undertake the ff:
 - a. Provide the required information and input your respective schools in the BIR form/tax type 1601-C , Item no. 3 for any taxes withheld mark **NO**.
 - b. Proceed to item no. 9A & mark **Government**
 - c. Submit the return/BIR Forms 1601-C until the (eFPS) eFiling and Payment System generate a reference number, and it is reflected in your Form 1601-C.
3. In addition, for schools that will not be using Form-C, you may request an update at the BIR to have your school's 1601-C cancelled, since the Division Office BIR In charge **JOSSIE B. MANZANO** will be the one remitting starting July 2025.
4. Furthermore, all JHS TRA in charge administrators are required to input or update your account at the BIR Office regarding tax type 1601-C (PS) Personnel Service. As time is limited, we request your immediate compliance to avoid any open case.
5. For Strict Compliance.


LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent 