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Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

September 4, 2023

**REGIONAL MEMORANDUM**  
FD-2023- **919**

**CONDUCT TECHNICAL ASSISTANCE ON WITHHOLDING  
TAX COMPUTATION ON COMPENSATION**

To: Schools Division Superintendents (Calbayog City and Southern Leyte)  
All Others Concerned

1. This Office, through the Finance Division, informs all concerned Schools Division Offices (SDO) of the schedule of the Technical Assistance on Withholding Tax Computation on compensation with SDO Finance personnel in charge of the payroll preparation at the division offices as follows:

September 12, 2023 - Calbayog City Division  
September 14, 2023 - Southern Leyte Division

2. Traveling expenses of the personnel from the SDO to the Regional Office shall be charged to the SDO MOOE/local funds subject to the usual accounting and auditing rules and regulations.

3. The concerned personnel are likewise advised to contact the accounting section for the details and the necessary documents/equipment to be used during the activity.

4. For immediate dissemination and guidance.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

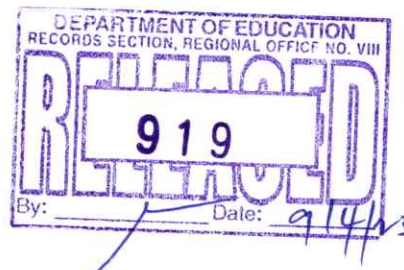
Enclosures: None

References: As stated

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

FINANCE GROUP      TECHNICAL ASSISTANCE      WITHHOLDING TAX

FD-GJF



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