



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

01 Jun 2026

DIVISION MEMORANDUM

No. **058** , s. 2026

**Requirement for Submission of Justification Letter for
Reprinting of BIR Form 2316**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit Heads
Elementary and Secondary School Heads
All Others Concerned

1. All teaching and non-teaching personnel requesting the reprinting of their BIR Form 2316 are hereby required to submit a justification letter stating the reason for the request, particularly in cases where the original copy has been lost, misplaced, damaged, or is otherwise unavailable.
2. The justification letter must be addressed to and duly approved/signed by the Schools Division Superintendent (SDS) and shall form part of the supporting documents for processing of the request.
3. Requests for reprinting of BIR Form 2316 without the required justification letter duly signed by the SDS shall not be processed.
4. For inquiries, you may contact our Accountant Ms. Ranolyn B. Undray, CPA through email at ranolyn.undray@deped.gov.ph
5. For information, guidance, and strict compliance.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

REQUIREMENTS

Irma May G. Dinasas/OSDS/DM – requirement for submission of justification letter for reprinting of bir form 2316
0374/June 01, 2026

