



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 10, 2025

DIVISION MEMORANDUM

No. **479** s. 2025

**SUBMISSION OF OTHER BENEFITS FOR THE
TAX COMPUTATION FOR CY 2025**

To: **Public Schools District Supervisors
School Heads of RPSU-paid Secondary Schools
Accountants/Bookkeepers of RPSU-paid Secondary Schools
All Others Concerned**

1. Attached herewith is Regional Memorandum No. 838, s. 2025, titled "Submission of Other Benefits for the Tax Computation for CY 2025, which is self-explanatory.
2. Immediate and wide dissemination of this memorandum is desired.

FELICIANO C. BUENAFE JR. CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: None

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

**EMPLOYEE
OFFICIALS
TAX**

MAJ



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <https://depedaklan.online>
Email Address: aklan.1958@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM

SEP 02 2025

No. 838, s. 2025

**SUBMISSION OF OTHER BENEFITS FOR THE
 TAX COMPUTATION FOR CY 2025**

To: Schools Division Superintendents
 Division Accountants/ Administrative Officers/ School Bookkeepers
 Principals/ Officers-In-Charge of RPSU -paid Secondary Schools
 All Others Concerned

1. In order to facilitate the tax computations and adjustments for CY 2025, this Office hereby directs the School Division Offices (SDOs) and Secondary Implementing Units (IUs) to submit a report on other benefits received by RPSU paid teaching and non-teaching personnel for the current year. The report should be in Excel Format and should be emailed to tarahjoie.marcelo@deped.gov.ph on or before **September 25, 2025** using the sample template below:

DIVISION OF _____

Other Benefits for CY 2025

PAYCODE	REGCODE	DIVCODE	STACODE	EMPNO	FNAME	LNAME	MI	BASIC	PRR	PRR_TAX	STIP	ATER_TAX	OVERTIME	OT_TAX	DIR_CRMING	DIR_TAX	OTHERS	OTHERS_TAX
105	098	001	4012345	MARIAN	DAVILA	D	28589											
105	098	001	4054321	KAREN	RIVERA	A	29878											
105	098	001	4012789	JUSTINE	GOMEZ	B	28905											
105	098	001	4098765	ALEX	VILLARDEL	G	28276											
105	098	001	4056789	CARL	LEGASPI	L	26624											

- The data of the personnel from first to ninth column of the sample template are available in the back up files of payroll. Do not modify the DIVCODE, STACODE, AND EMPNO when encoding the other benefits.
- The other benefits on the submitted report will be included in the computations and adjustments of tax for CY 2025.
- Further, there will be no integration of newly hired and transferred personnel for October 2025 to December 2025.
- For clarification, contact Ms. Tarah Joie Marcelo, Administrative Aide VI, with contact number (033) 337-0149 loc. 1026.
- Immediate dissemination of and compliance with this Memorandum are desired.

CRISTITO A. ECO, CESO III
 Assistant Regional Director
 Officer-in-Charge
 Office of the Regional Director

Encl.: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

TAX EMPLOYEE OFFICIALS



Address: Duran Street, Iloilo City, 5000
 Telephone Nos: (033) 337-0149; 336-2816
 Email Address: region6@deped.gov.ph
 Website: region6.deped.gov.ph



Certificate No. PHP QMS