


Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
 ORD-2023- 959

**TO** : Schools Division Superintendents  
 Heads, Implementing Units (IU) Secondary Schools

**FROM** :   
**WILFREDO E. CABRAL, CESO III**  
 Regional Director

**SUBJECT** : Submission of Supplementary Data for Tax Adjustment for  
 CY2023

**DATE** : September 21, 2023

1. Attached is a soft copy of the template for the Supplementary Tax Adjustment of payment of salary :

Inclusive Date	Date of Submission (on or before)
January 1, 2023 – September 30, 2023	October 5, 2023
October 1-31, 2023	November 6, 2023

2. Relative to this, you are requested to submit duly filled-out template for supplementary tax in soft copy in the official email address: [rpsu.ncr@deped.gov.ph](mailto:rpsu.ncr@deped.gov.ph). Late submission will not be accepted, and the Schools Division Office (SDO) concerned will be held responsible.

3. For immediate compliance.

Encl.: As stated

rpsu/mjc



Misamis St., Bago Bantay, Quezon City  
 Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: <http://www.depedncr.com.ph>

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