



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of Schools Division
Superintendent**

18 Dec 2023

DIVISION MEMORANDUM
OSDS No. **177** s. 2023

SERVICE RECOGNITION INCENTIVE (SRI) TAX FOCAL PERSON

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Administrative Order No. 12, s. 2023, dated December 7, 2023 entitled "Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2023" and an unnumbered memorandum from Atty. Michael Wesley T. Poa, Undersecretary and Chief of Staff, as well as OIC, Office of the Undersecretary for Finance, the Schools Division Office created a committee to be a tax focal person per municipality to answer queries of employees on the tax deduction of their SRI 2023.
2. The tax focal person of each municipality is expected to perform the following responsibilities:
 - a. Answer queries regarding the tax deduction on their SRI in 2023; and
 - b. Generate a tax computation summary for each employee as per request.
3. Enclosed is a list of the tax focal person per municipality.
4. Meals and snacks for the tax focal person shall be provided during the SRI releases.
5. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESE
Schools Division Superintendent

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph





Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Encl.: List of Tax Focal Person
Reference: AO No. 12 s. 2023
To be indicated in the Perpetual Index
under the following subjects:

BENEFITS
EMPLOYEES
TAX

RBF/DM- service recognition incentive (SRI) tax focal person
0000/December 18, 2023

SDOSC-OSDS-DIO-NM-03.070.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph





Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Encl:

LIST OF TAX FOCAL PERSON

Municipality	Name	Position
Banga	CADUNGON, ROSALIE C	Administrative Officer II
	ESCORA, SHEILA MAE J	Administrative Officer II
Lake Sebu	CERBO, MISHELLE B	Administrative Officer II
	ALAGAO, SHERL-EVE J	Administrative Officer II
Noralala	OSITA, KAREN GRACE B	Administrative Officer II
	MANTAWIL, MAE JANE C	Administrative Officer II
Polomolok/T'boli 1	BUSGANO, SHIELA MARIE M	Administrative Officer II
	JITOTOWANI, LEILANIE S	Administrative Officer II
	RAMOS, BIANCA PAULA D	Administrative Officer II
	PESCASIOSA, CHERRY C	Administrative Officer II
Sto. Niño	MIRANDA, JOAN F	Administrative Officer II
	LADOT, PEARL JOY F	Administrative Officer II
Surallah	CATUBAY, SHIELA MAE M	Administrative Officer II
	CORNELIO, MATJYL CHRIS H	Administrative Officer II
Tampakan	ACLAO, RODLY JOY C	Administrative Officer II
	PORQUEZ, KRISTIAN FE C	Administrative Officer II
Tantangan	AGSAMOSAM, LYZA MYRA B	Administrative Officer II
	DARROCA, CHARLEMAGNE C	Administrative Officer II
T'boli	GESTOSANI, KRIZZA LIE J.	Administrative Officer II
	ARDENIO, LYNLEY G	Administrative Officer II
Tupi	JORDAN, LIEZEL S	Administrative Officer II
	MARTIN, ROEL EARL JOHN B	Administrative Officer II

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph

