

Republic of the Philippines

Department of Education

REGION III

SCHOOLS DIVISION OFFICE OF BATAAN

JAN 22 2025

DIVISION MEMORANDUM No. 237, s. 2025

SUBMISSION OF REQUIREMENTS FOR TAX IDENTIFICATION NUMBER (TIN) REGISTRATION FOR WORK IMMERSION

To: All Senior High School Principals
Work Immersion Coordinators
Senior High School Students
All Others Concerned

- 1. In line with the implementation of the Senior High School Work Immersion Program, students requiring a Tax Identification Number (TIN) from the Bureau of Internal Revenue (BIR) are advised to ensure a smooth and efficient process.
- 2. To minimize unnecessary expenses and long queuing times at their respective local BIR offices, the following guidelines are to be observed:
 - **a.** Work Immersion Coordinators must collate and submit the required documents to the designated Revenue Collection Officer (RCO) in respective municipalities.
 - **b.** Ensure that the following documents are complete and accurate to avoid delays:
 - Duly accomplished BIR Form No. 1904, version 2024 (2 copies) downloadable from the BIR website.
 - Photocopy of Birth Certificate or any valid government-issued ID.
- **3.** The Work Immersion Coordinators of each school are tasked to guide their students in completing the above requirements. Coordinators must also ensure the timely submission of the compiled documents to the appropriate Office.
- 4. Immediate dissemination of this Memorandum to all concerned is requested.

CAROLINA S. VIOLETA, EdD, CESO V

X Schools Division Superintendent

CI5

References:

BIR Letterdated January 16, 2025

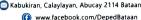
To be indicated in the <u>Perpetual Index</u> under the following subjects:

SENIOR HIGH SCHOOL

TAX IDENTIFICATION WORK IMMERSION















DepEd Bataan <bataan@deped.gov.ph>

Work Immersion Students

1 message

RDO 020 Client Support Section <rdo_20css@bir.gov.ph>

To: bagacnhs1968@gmail.com Cc: bataan@deped.gov.ph

Dear Madam,

Thu, Jan 16, 2025 at 11:40 AM

JAN 1 6 2025

BY:

Respectfully forwarded herewith is our letter reply to your letter dated January 13, 2025, on work immersion of students in Bagac National High School – Parang, requiring them to register for Tax Identification Number (TIN). Please acknowledge receipt.

Sincerely,



Bringing in Revenues for Nation-building Client Support Section RDO No. 20 – Balanga City, Bataan Burcau of Internal Revenue (047) 935-2561 https://www.bir.gov.ph/

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REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE BUREAU OF INTERNAL REVENUE Revenue Region No. 4 RDO No. 20 - Balanga City, Bataan



January 16, 2025

JESY LAURENCE D. NAVARRO

Teacher II, Work Immersion Coordinator Bagac National High School – Parang Bagac, Bataan

Dear Sir Navarro,

This is with regards to your letter dated January 13, 2025, on work immersion of students in Bagac National High School – Parang, requiring them to register for Tax Identification Number (TIN).

In line with our objective of providing excellent service to all taxpayers and in order to help the senior students by preventing them to incur unnecessary additional expense as well as to avoid long queueing time in the district office, you are hereby advised to collate and submit the complete documentary requirements of students concerned to our Revenue Collection Officer (RCO) in Bagac, Ms. Sarah Mae M. De Leon (Cellphone No. 0917-511-7017), the following documents:

- Duly accomplished BIR Form No. 1904 version 2024 (2 copies) (downloadable from BIR website)
- 2. Birth Certificate or Any government Issued ID (photocopy)

Hoping for your cooperation in this matter.

Very truly yours,

ATTY. MERCEDES N. ESTALILLA Revenue District Officer