



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JAN 22 2025

DIVISION MEMORANDUM

No. 037, 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
Schools Division Superintendent

CI5

References: BIR Letterdated January 16, 2025

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

SENIOR HIGH SCHOOL

TAX IDENTIFICATION WORK IMMERSION



Kabukiran, Calaylayan, Abucay 2114 Bataan
www.facebook.com/DepEdBataan

www.depedbataan.com
bataan@deped.gov.ph

"We Mould Heroes"





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

119637
RECEIVED
JAN 16 2025
BY: *[Signature]*

Thu, Jan 16, 2025 at 11:40 AM

Dear Madam,

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,



Client Support Section
RDO No. 20 - Balanga City, Bataan
Bureau 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:

1. 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 H. ESTALILLA
Revenue District Officer