



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

SEP 24 2025

**REGIONAL MEMORANDUM**

No. 411, s. 2025

**WORKSHOP ON 2025 TAX PREPARATION AND ADJUSTMENT**

To: Schools Division Superintendents of Negros Occidental Province  
OIC-Chief Administrative Officer of NIR Regional Office  
All Other Concerned

1. Attached is Region VI Regional Memorandum 915 series of 2025 re: "Workshop on Tax Preparation and Adjustment".
2. Relative thereto, the personnel in the attached list together with OIC-Chief Administrative Officer, this Region, are advised to attend the said workshop on October 1-3, 2025 at Punta Villa Resort, Arevalo, Iloilo City.
3. Travel and other incidental expenses of the participants shall be charged against local funds, subject to the existing budgeting and auditing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated

Reference: As stated

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

CONFERENCES      PROCEDURE      TAX      WORKSHOP

ASD/PS/AGS/REGIONAL MEMO ----- S. 2025 dissemination- Workshop- Tax Prep and Adj.- Punta Villa Resort



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website: <https://tinyurl.com/nir-gov-ph>



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

REGIONAL MEMORANDUM  
No. 915 s. 2025

SEP 19 2025

**WORKSHOP ON 2025 TAX PREPARATION AND ADJUSTMENT**

To: Schools Division Superintendents  
All Others Concerned

1. The Department of Education Regional Office VI, through the Finance and Administrative Services Divisions, will conduct a Workshop on 2025 Tax Preparation and Adjustment on October 1-3, 2025, at Punta Villa Resort, Arevalo, Iloilo City.
2. The Objectives of this activity are:
  - a. Familiarize the Regional Office and Division Offices Personnel on the new program for Tax preparation and adjustment;
  - b. Consolidate data of all teaching, non-teaching and teaching related personnel on their taxes and other benefits; and
  - c. Submit consolidated report on taxes to the Regional Office of all RPSU paid personnel for tax adjustments.



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  
24 93 0184



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

3. The participants to the said activity are the following:

<b>DIVISION</b>	<b>Accountant</b>	<b>AO V/ HR</b>	<b>TAX INCHARGE</b>	<b>TOTAL PARTICIPANTS</b>
Aklan	1	1	1	3
Antique	1	1	1	3
Capiz	1	1	1	3
Guimaras	1	1	1	3
Iloilo	1	1	2	4
Iloilo City	1	1	1	3
Passi City	1	1	1	3
Roxas City	1	1	1	3
Bacolod City	1	1	1	3
Bago City	1	1	1	3
Cadiz City	1	1	1	3
Escalante City	1	1	1	3
Himamaylan City	1	1	1	3
Kabankalan City	1	1	1	3
La Carlota City	1	1	1	3
Negros Occidental	1	1	2	4
Sagay City	1	1	1	3
San Carlos City	1	1	1	3
Silay City	1	1	1	3
Sipalay City	1	1	1	3
Victorias City	1	1	1	3
Regional Office				7
Resource Person				3



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  
24 93 0184



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

4. Food and accommodation expenses shall be charged against RO-VI-ROP funds while travel expenses shall be charged against local fund subject to accounting and auditing rules and regulations.
5. 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

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

OFFICIALS

TAX

WORKSHOP



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  
24 93 0184



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

**Workshop on 2025 Tax Preparation and Adjustment**

Day	Time	Discussion Points
Day 1	3:00PM -5:00 PM	Opening Program
Day 2	8:00AM - 8:30AM	Management of learning
	8:30AM – 9:30 AM	Introduction of New Tax Program
	9:30AM – 9:45AM	Health Break
	9:45AM – 12:00 NN	Continuation of Tax Program Discussion
	12:01PM -1:30PM	LUNCH BREAK
	1:31PM – 2:30PM	Workshop
	2:31PM-2:45PM	HEALTH BREAK
	2:46PM – 4:45PM	Workshop
	4:46PM – 5:00PM	Open Forum/Reminders/Wrapping Up
Day	Time	Discussion Points
	9:00AM – 9:30AM	Opening Program
	9:31AM- 9:45AM	HEALTH BREAK



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  
24 93 0184



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

---

	9:46AM-11:30PM	Presentation of Output
Day 3	11:31-12:00 NN	Closing Program



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



Certificate No. PHP QMS  
24 93 0184