



Division Memorandum
No. 280 , s. 2013

MAY 27 2013

IMPLEMENTATION OF THE ELECTRONIC TAX REMITTANCE ADVICE (eTRA) SYSTEM

To: BOOKKEEPERS and DISBURSING OFFICERS

1. The Bookkeepers and Disbursing Officers of the Secondary Schools Implementing and Operating Units are hereby directed to attend the eTRA briefing to be conducted at the Deped Cebu Province, ICT Training Center on May 27, 2013 from 1:00 – 5:00 pm.
2. This requirement is in line with the implementation of the Electronic Tax Remittance Advice System of the Bureau of Internal Revenue (BIR), whereby the withholding tax returns can now be accomplished on-line via eFPS. As such, there is no need for the school to secure blank TRA forms from the BIR.
3. Transportation expenses of participants shall be charged to their respective local school/MOOE funds. Snacks shall be charged to Division funds, subject to availability and the usual accounting and auditing rules and regulations.
4. This Memorandum will serve as Authority to Travel.
5. Immediate dissemination of and strict compliance to this Memorandum is desired.


ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent