



Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**Ministry of Basic, Higher and Technical Education**  
 Cotabato City



**Office of the Minister**

Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher and Technical Education  
 OFFICE OF THE MINISTER

**REGIONAL MEMORANDUM**

No. 460  
 Series of 2023

**RELEASED**

BY: Hajji  
 DATE: 30 AUG 2023  
 TIME: 1:00 P.M.  
 CTRL NO: 2023-08-154

TO : **CONCEPCION F. BALAWAG, CESO V**  
 Schools Division Superintendent, Cotabato City Division

FROM : **MOHAGHER M. IQBAL**  
 Minister

SUBJECT : **SUBMISSION OF TAX WITHHELD OF PERSONNEL OF COTABATO CITY SCHOOLS DIVISION FOR FISCAL YEAR 2022**

DATE : August 29, 2023

1. The implementation of a full assessment of tax payable is heavily practiced as part of the ministry's concerns, which denotes sincere support for one of the duties that should and must be exercised as a public servant.
2. The directives of the Schools Division Office of Cotabato City shall prepare and submit the list of tax withheld of the teaching and non-teaching personnel for Fiscal Year 2022 to the Office of the Minister through the Human Resource and Management Division's Payroll Section.
3. **The softcopy and hardcopy of the document of the report shall be submitted on or before Thursday, August 31, 2023, through email [mbhtepayroll@gmail.com](mailto:mbhtepayroll@gmail.com).**
4. For immediate action and strict compliance.

Republic of the Philippines  
 Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher and Technical Education  
**INFORMATION AND COMMUNICATIONS DIVISION**  
 Office of the Minister  
**RELEASED**  
 By: Morfon  
 Date: AUG 30 2023  
 Time: 1:05 PM  
 Control No.: 2023-08-154

By Authority of the Minister  
**MOHAGHER M. IQBAL:**

  
**HARON S. MELING**  
 Deputy Minister

