

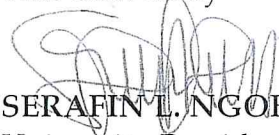


Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**

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**MEMORANDUM No. 7 s. 2012**

To : All employees  
This University

From :  SERAFIN L. NGOHAYON, Ph.D.  
University President

Subject : Submission of BIR Form 2305 (Certificate of Update of Employer's and Employee's Information).

Date : February 1, 2012

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In view of the observations made by the Department of Budget Management-CAR on the submitted IFSU Personal Services Itemization and Plantilla of Personnel (PSIPOP), employees are required to update their TIN numbers in the BIR system by accomplishing BIR form 2305.

To facilitate collation and submission of these forms to the Bureau of Internal Revenue (BIR), all employees are to submit a duly accomplished BIR form to the HRD on or before February 10, 2012. Further, submission must be done per office/campus with a transmittal to the HRD indicating the names of employees who complied.

For your immediate compliance.

Cc: HRD  
Records