

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS  
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*Office of the Vice-Chancellor for Administration*

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16 February 2021

**MEMORANDUM NO. 10**

Series of 2021

**T O: All Concerned UPLB Employees and  
Administrative Officers**


**SUBJECT: Clarification on OVCA Memorandum No. 9 re:  
BIR Form 2316 With Signature and Valid ID Number**

This is in reference to OVCA Memorandum No. 9 regarding the submission of BIR Form 2316 With Signature and Valid ID Number.

As per Revenue Memorandum Circular No. 18-2021, BIR shall accept copies of 2316 form even if NOT signed by the concerned employee as long as the authorized representative of employer signs it, which in our case is the UPLB Chief Accountant.

All employees who are observing the work-from-home (WFH) arrangement shall provide a valid government issued ID to their respective Administrative Officer and shall then be required to affix on the BIR Form 2316. The concerned Administrative Officer will then return the duplicate and triplicate copies of BIR Form to the Accounting Office.

For compliance.

  
**ROLANDO T. BELLO**  
Vice Chancellor