



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH

2021-12-08

28 Dec 2021

MEMORANDUM FROM THE ASSISTANT DIRECTOR

TO: ALL CONTRACT OF SERVICE PERSONNEL


SUBJECT: FILING OF BIR REQUIREMENTS

All Contract of Service (COS) Personnel are hereby instructed to process their respective BIR Annual Form 0605 and pay the registration fee amounting to Php500.00 to Land Bank of the Philippines (LBP) along with the Income Payee's Sworn Declaration of Gross Receipts/Sales with BIR Documentary Stamp on or before January 31, 2022.

For those newly hired, you are advised to register as Self-Employed/Mixed Income Individual, whichever is applicable by filing the BIR Form 1901 with your current Revenue District Officer (RDO) before paying the registration fee to lessen the tax withheld from your salaries.

Lastly, you are hereby directed to submit immediately a photocopy of all the abovementioned accomplished forms to the Finance Unit.

For strict compliance.


JOELL H. LALES
Assistant Director

Office of the Assistant Director
Research and Development Management & Information Center (RDMIC)
Visayas Ave. cor. Elliptical Road, Diliman, Quezon City
Trunklines: (632) 928-8624, 928-8505, 920-9791, 928-4907
Fax: (632) 9275691 Website: www.bar.gov.ph