REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
**BUREAU OF INTERNAL REVENUE**

Bringing In Revenues
for Nation-Building

**BAGONG PILIPINAS**

**Certificate of Tax Exemption No.**
SH30-113-2025

# CERTIFICATE OF TAX EXEMPTION

issued to

**ST. JOHN THE APOSTLE ACADEMY, INC.**
Villaflores Street, Brgy. Gur[illegible] Camarines Norte 4604
TIN: 0(
SEC Company Reg.

This certifies that the above-named corporation is a non-stock, non-profit corporation and has proven by actual operation that its primary purpose is one of those enumerated under Section 30(H) of the National Internal Revenue Code of 1997, as amended. It is exempt from INCOME TAX only on the following revenues:

1. **Tuition fees and Other school fees;**
2. **Donation; and**
3. **Income derived from the operation of cafeterias/canteens, dormitories and bookstores located within its premises, owned and operated by ST. JOHN THE APOSTLE ACADEMY, INC., to be actually, directly and exclusively used for educational purposes.**

**----------nothing follows----------**

subject to the provisions of applicable Bureau of Internal Revenue (BIR) rules and regulations and the tax exemptions, liabilities and responsibilities stated in the Terms and Conditions hereto attached and made an integral part hereof. It is liable, however, to all other taxes not enumerated above.

This certification shall be valid from the date of issuance until revoked by this Office for violation of any provisions of applicable rules and regulations of the BIR, or the terms and conditions herein set forth. It shall likewise be revoked if there are material changes in the character, purpose or method of operation of the corporation which are inconsistent with the basis for its income tax exemption.

This Certificate of Tax Exemption is being issued on the basis of the facts and documents as represented and submitted. However, if upon investigation, the BIR ascertains that the facts are different, then this Certificate shall be considered null and void.

Issued this _____ day of APR 23 2025.

**ROMEO D. LUMAGUI, JR.**
Commissioner of Internal Revenue

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CTE No. S130-113-2025
Date Issued APR 23 2025

Moreover, it is subject to the corresponding internal revenue taxes imposed under the National Internal Revenue Code of 1997, as amended, on its income derived from any of its properties, real or personal, or any activity conducted for profit, which income should be returned for taxation, unless said revenues are actually, directly and exclusively used for educational purposes.

**2) VALUE-ADDED TAX/PERCENTAGE TAX**

If **ST. JOHN THE APOSTLE ACADEMY, INC.** is engaged in the sale of goods or services in the course of a business pursuit, including transactions incidental thereto, its revenues derived therefrom shall be subject to the 12% VAT, in case the gross sales from such sales exceed Three Million Pesos [3] or to the 3% percentage tax, if gross sales do not exceed ₱

Notwithstanding that it is a non-stock, non-profit corporation, its purchase of goods or properties, services and importation of goods shall nevertheless be subject to the 12% VAT pursuant to Sections 106, 107 and 108 of the National Internal Revenue Code of 1997, as amended.

**3) WITHHOLDING TAX**

**ST. JOHN THE APOSTLE ACADEMY, INC.** shall be constituted as withholding agent for the government if it acts as an employer and its employees receive compensation income subject to the withholding tax under Section 79 (A), Chapter XIII, Title II of the National Internal Revenue Code of 1997, as amended, as implemented by Revenue Regulations No. 2-98, as amended, or if it makes income payments to individuals or corporations subject to the withholding tax pursuant to Section 57 of the National Internal Revenue Code of 1997, as amended, and as implemented by Revenue Regulations No. 2-98, as amended.

**TAXPAYER DUTIES & RESPONSIBILITIES**

1) The honoraria/allowances given to members of the Board of Trustees must be reasonable and subject to liquidation (Department of Finance Opinion No. 005-2019).

2) Required to file on or before the 15th day of the fourth month following the end of the accounting period a Profit and Loss Statement and Balance Sheet with the Annual Information Return under oath, stating its gross income and expenses incurred during the preceding period and a certificate showing that there has not been any change in its By-laws, Articles of Incorporation, manner of operation and activities as well as sources and disposition of income. Copy of this Certificate of Tax Exemption shall be attached to the aforementioned Annual Information Return.

3) Under Section 235 of the National Internal Revenue Code of 1997, as amended, any provision of existing general and special law to the contrary notwithstanding, the books of accounts and other pertinent records of tax-exempt organization or grantees of tax incentives shall be subject to examination by the BIR for purposes of ascertaining compliance with the conditions under which it has been granted tax exemptions or tax incentives, and its tax liabilities, if any.

4) Further, it is also required under Section 6(C) in relation to Section 237 of the National Internal Revenue Code of 1997, as amended, to issue duly registered sales or commercial invoices[4] or for each sale or transfer of merchandise or for services rendered which are not directly related to the activities for which it was registered (Revenue Memorandum Circular No. 76-2003).

[3] Republic Act No. 10963 increased the VAT threshold from ₱1,919,500.00 to ₱3,000,000.00 effective January 1, 2018.
[4] Upon the effectivity of the Ease of Paying Taxes Act, January 22, 2024, only duly registered sale or commercial invoices are required to be issued.