



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE  
Quezon City



BAGONG PILIPINAS

Bringing in Revenues  
for Nation-building

REVENUE DELEGATION AUTHORITY ORDER NO. **031-2024**

In view of the approved leave of **MICHAEL REMIR H. MACATANGAY**, Assistant Regional Director, Office of the Regional Director, RR7B-East NCR from January 2 to 21, 2025 and in order not to disrupt the operation of Office of the Regional Director, as the exigencies of the service so require, the following documents shall be signed by **Ms. ZENAIDA G. ORDINARIO**, Chief, Assessment Division of Revenue Region No.7B-East NCR:

1. Accreditation of Tax Agents/Tax Practitioners
2. Application to use loose leaf books of accounts
3. Regular reports from Administrative and Human Resource Management Division and Finance Division
4. Daily Time Records/Application for Leave of Absences of personnel at the Office of the Regional Director
5. Requisitions and Issue Slip, Purchase Request, and other administrative documents
6. Disbursement Vouchers and Checks
7. Letter of Introduction (Direct Payment to the Account of the Creditor/Payee)

**Ms. Ordinario** is also authorized to perform other act/s as are or may be necessary and indispensable in the speedy collection of internal revenue taxes.

This Order shall take effect on **January 2, 2025** and shall be automatically revoked upon the return of **MICHAEL REMIR H. MACATANGAY** for official duty.

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

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