



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE

NOV 11 2022

Date

**REVENUE DELEGATION AUTHORITY ORDER NO. 20-2022**

TO : All Revenue Officials, Employees and Others Concerned

SUBJECT : Delegation of Authority to Sign Documents and Correspondences from Divisions under the Internal Affairs Service

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**I. Delegated Authority**

To achieve the objective of delivering prompt administrative justice thereby reducing delay in taking appropriate actions and disposition of certain documents and correspondence relative to the Internal Affairs Service, authority is hereby delegated to the officials enumerated in the attached matrices.

In the event that the official authorized to sign a certain document is on leave, or official travel, his/her immediate subordinate officer shall sign the document. Copies of all documents signed by the said subordinate officer shall be provided to his/her immediate superior, for the latter's information prior to filing/safekeeping.

**II. Repealing Clause**

This Order partially supersedes Revenue Administrative Order No. 1-2002 dated June 14, 2002 and all other issuances or portions thereof consistent with this Order.

**III. Effectivity**

This Order shall take effect immediately.

*Lilia C. Guillermo*  
**LILIA CATRIS GUILLERMO**  
Commissioner of Internal Revenue

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