

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE

Quezon City

September 16, 2008

**REVENUE MEMORANDUM ORDER NO. 30-2008**

**SUBJECT :** Authorized Signatories to Documents relative to Disbursement of Funds Out of the World Bank IBRD Loan No. 7431-PH and Amending Section III (B) of RMO No. 6-2007 dated April 2, 2007 under the WB-IDF Grant TF056828-PH

**TO :** All Internal Revenue Officers and Others Concerned

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**I. OBJECTIVES**

This order is issued to:

1. Designate authorized signatories to documents relative to the disbursement of funds out of the WB-IDF Grant and WB-IBRD Loan, and thereby delineate clearly the responsibilities and accountabilities of the revenue officials concerned;
2. Expedite processing of documents and payments, and thereby avoid delays in the implementation of the Tax Reform Projects;

**II. AMENDMENTS:**

Section III (B) of Revenue Memorandum Order No. 6-2007, is hereby amended to read as follows:

The following revenue officials are hereby designated as authorized signatories to the specific documents identified below;

**1.) Disbursement Voucher**

Box A (Certification of Cash Availability and completeness of supporting documents)	Chief Accountant, Financial Management Unit
Box B (Approval)	Deputy Commissioner, TRAG/OIC-Deputy Commissioner

## **2.) Obligation Request**

Box A (Certification that Supporting Documents are Valid, Proper and Legal)	One who has direct supervision of the activity
Box B (Certification of Availability of Allotment and Obligations Incurred)	Chief, Budget Division

## **3.) Check/s and Authority to Debit Advice (ADA)**

Preparation of check/s and ADA	Cashier, General Services Division
Signatory	Head, Financial Management Unit
Counter-Signatory	Deputy Commissioner, TRAG/OIC-Deputy Commissioner

## **4.) Application for Withdrawal – Annex “A”**

The application for Withdrawal shall be signed by the Deputy Commissioner, TRAG/OIC-Deputy Commissioner-TRAG or Head, Financial Management Unit.

### **III. Effectivity**

This Order takes effect upon approval.

(Original Signed)  
**LILIAN B. HEFTI**  
Commissioner of Internal Revenue