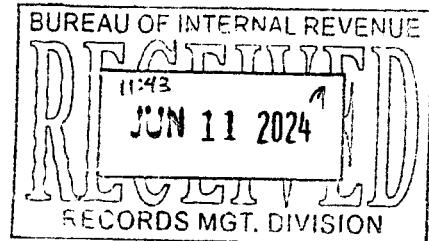




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE  
National Office Building  
Quezon City

✓ 1:57 PM



March 01, 2024

**REVENUE MEMORANDUM ORDER NO. 21-2024**

**TO : All Internal Revenue Officials and Employee Concerned**  
**SUBJECT : Reclassification of Revenue District Offices**

**I. OBJECTIVES:**

This Order is issued to:

1. Update the classification of Revenue District Offices (RDOs);
2. Serve as input for staffing and other purposes; and
3. Aid in the effective enforcement of the internal revenue laws and regulations.

**II. DATA USED AND METHODOLOGY**

**1. Data by Implementing Office**

- a. Percentage share of average RDO collection to total average BIR collection for the three-year period, CY 2020 – CY 2022 (Source: Actual Collection from Revenue Accounting Division (RAD), as reconciled with the Bureau of the Treasury, as of March 14, 2023);
- b. Percentage share of RDO number of active registered taxpayers to total BIR number of active registered taxpayers for CY 2022 (Source: ISDOS, ISG, as extracted as of December 14, 2023);
- c. Percentage share of RDO average number of transactions per Queueing System to total BIR number of transactions, CY 2022 – CY 2023 (Source: Client Support Service, as of January 25, 2024);
- d. Percentage share of RDO number of tax returns filed to total BIR number of tax returns filed, CY 2022 (Source: ISDOS, ISG, as extracted as of December 14, 2023); and
- e. RDO number of Electronic Certificates Authorizing Registration (eCARs) Issued from Real/Personal Property Transactions to total BIR number of eCARs, January-November, 2023 (Source: Assessment Service, as extracted as of December 18, 2023).

**2. Methodology**

The Class Indicator (CI) of each RDO (Annex A) is the sum of the following:

- a. Thirty percent (30%) of the percentage share of average RDO collection to average total BIR collection;
- b. Twenty percent (20%) of the percentage share of RDO's number of active registered taxpayers to total BIR number of active registered taxpayers;
- c. Twenty percent (20%) of the percentage share of average RDO number of transactions per Queueing System to average total BIR transactions; and
- d. Thirty percent (30%) of the percentage share of RDOs number of tax returns filed to total BIR number of tax returns filed.

Formulas:

$$CI = X_1 + X_2 + X_3 + X_4, \text{ where}$$

$$X_1 = \left\{ \frac{\text{Percentage share of average RDO Collection}}{\text{Average total average BIR collection}} \times 100 \right\} \times 30\%$$

$$X_2 = \left\{ \frac{\text{RDO Number of Active Registered Taxpayers}}{\text{BIR Total Number of Active Registered Taxpayers}} \times 100 \right\} \times 20\%$$

$$X_3 = \left\{ \frac{\text{Percentage share of average RDO Number of Transactions}}{\text{Average total BIR Number of Transactions}} \times 100 \right\} \times 20\%$$

$$X_4 = \left\{ \frac{\text{RDO Number of Returns Filed}}{\text{BIR Total Number of Returns Filed}} \times 100 \right\} \times 30\%$$

### 3. Distribution of Revenue District Offices by Class (General)

It was predetermined that there shall be five (5) classes of RDOs, A, B, C, D, and E under the revised classification. These classes shall apply to all RDOs except for the purpose of One-time Transaction (ONETT) Section. The number of RDOs per class were normally distributed using CI.

The following table shows the distribution of RDOs by class.

**DISTRIBUTION OF REVENUE DISTRICT OFFICES BY CLASS**

CLASS	NO. OF RDOs
A	17
B	29
C	37
D	28
E	13
<b>TOTAL</b>	<b>124</b>

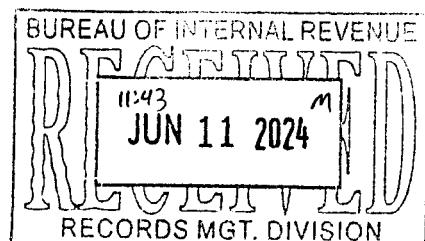
### 4. Distribution of Revenue District Offices by Class for ONETT Section

There shall be five (5) classes of RDOs, A, B, C, D, and E for purposes of ONETT Section. The RDO number of Electronic Certificates Authorizing Registration (eCARs) issued (as of November 2023) was the criteria used to determine the class by RDO wherein:

- Class A - with eCARs issued above 15,000
- Class B - with eCARs issued above 6,000 but not exceeding 15,000
- Class C - with eCARs issued above 3,000 but not exceeding 6,000
- Class D - with eCARs issued above 1,000 but not exceeding 3,000
- Class E - with eCARs issued 1,000 and below

**DISTRIBUTION OF REVENUE DISTRICT OFFICES BY CLASS (ONETT SECTION)**

CLASS	NO. OF RDOs
A	12
B	32
C	40
D	26
E	14
<b>TOTAL</b>	<b>124</b>



### **III. RDO CLASSIFICATIONS**

The list of RDOs with their corresponding general classifications is attached (Annexes A and B) and ONETT Section (Annexes C and D) of this Order.

### **IV. UPDATING OF REVENUE DISTRICT CLASSIFICATION**

RDO Classification shall be updated when necessary but not sooner than three (3) years.

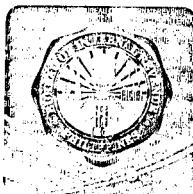
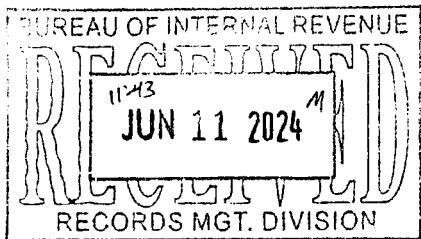
### **V. REPEALING CLAUSE**

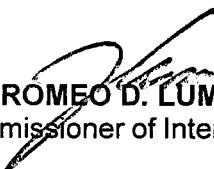
This Order repeals all existing issuances that are inconsistent herewith.

### **VI. EFFECTIVITY**

This Order takes effect immediately.

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ROMEO D. LUMAGUI, JR.  
Commissioner of Internal Revenue