



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



TULOG-TULOG SA PAMBANSA
KAPATID NG PAG-ALAM
MAY MGA UGMA SA PILIPINAS

November 28, 2023

REVENUE DELEGATION AUTHORITY ORDER NO. 38-2023

In view of the approved leave of ATTY. EMMANUEL S. FERRER, JR., Regional Director (RD), Revenue Region No. 4 – City of San Fernando, Pampanga, from December 26, 2023 to January 6, 2024, and in order not to disrupt the operations of RR No. 4, as the exigencies of the service so require, the following documents shall be signed by ATTY. MARLON M. MENDOZA, OIC-Assistant Regional Director, RR No. 4:

1. Letter of Authority
2. Mission Order
3. Preliminary Assessment Notice
4. Final Assessment Notice/ Formal Letter of Demand
5. Final Decision on Disputed Assessment
6. Authority to Issue Refund
7. Subpoena on Duces Tecum
8. Certificate of Tax Exemption of Cooperatives
9. Referral letter for Criminal Complaints
10. Lifting of Warrants and Notices (NTL, NOL, NOE)
11. Tax Clearance other than for bidding purposes
12. Authority to Cancel Assessment for purposes of availment of tax amnesty
13. Purchase Order/ Job Order for Procurement/ Bid Documents
14. Other documents being issued and signed by the Regional Director in the ordinary course of operations of the Revenue Region

OIC-ARD Mendoza 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 December 26, 2023 and shall be automatically revoked upon the return of RD Atty. Ferrer, Jr. for official duty.


ROMEO D. LUMAGUI, JR.
Commissioner of Internal Revenue

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