

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

September 14, 2011

REVENUE MEMORANDUM ORDER NO. 34-2011

SUBJECT : AMENDMENT TO CERTAIN PORTIONS OF RMO NOS. 30-2009 AND 7-2002 ON REVISED OFFICE CODES

TO : ALL INTERNAL REVENUE OFFICIALS AND EMPLOYEES

I. OBJECTIVE

This Order is issued to prescribe the assigned office codes for the newly created and split offices of the BIR.

II. ASSIGNED OFFICE CODE SYMBOLS FOR NEW OFFICES

Hereunder are the revised office codes of new and split offices in the National Office:

<u>Code</u>	<u>Office</u>
D	- Large Taxpayers Service
D-1	- Large Taxpayers (LT) Regular Audit Division 1
D-2	- LT Regular Audit Division 2
D-3	- LT Regular Audit Division 3
D-4	- LT Excise Audit Division 1
D-5	- LT Excise Audit Division 2
D-6	- LT Field Operations Division
D-7	- Excise Taxpayers Regulatory Division
D-8	- LT Assistance Division
D-9	- LT Document Processing & Quality Assurance Division
D-10	- LT Collection Enforcement Division
D-11	- LT Performance Monitoring & Programs Division

D-12-RR Office Code	<ul style="list-style-type: none"> - Large Taxpayers District Office (in ROs with identified Large Taxpayers) <p>Examples:</p> <ul style="list-style-type: none"> LTDO in RR No. 8 – Makati City shall have office code D-12-RR 8 LTDO in RR No. 13 – Cebu City shall have office code D-12-RR 13
N	<ul style="list-style-type: none"> - Financial Service
N-1	<ul style="list-style-type: none"> - Budget Division
N-2	<ul style="list-style-type: none"> - Accounting Division
O	<ul style="list-style-type: none"> - Administrative Service
O-1	<ul style="list-style-type: none"> - General Services Division
O-2	<ul style="list-style-type: none"> - Procurement Division
O-3	<ul style="list-style-type: none"> - Accountable Forms Division
O-4	<ul style="list-style-type: none"> - Records Management Division
P	<ul style="list-style-type: none"> - Project Monitoring and Implementation Service
P-1	<ul style="list-style-type: none"> - Project Development and Management Division
P-2	<ul style="list-style-type: none"> - Project Monitoring and Evaluation Division
Q	<ul style="list-style-type: none"> - BIR Contact Center

III. REPEALING CLAUSE

This Order amends Revenue Memorandum Order Nos. 7-2002 dated April 12, 2002 and 30-2009 dated September 18, 2009.

IV. EFFECTIVITY

This Order takes effect immediately.

(Original Signed)
KIM S. JACINTO-HENARES
 Commissioner of Internal Revenue

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