

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

January 30, 2017

REVENUE DELEGATION OF AUTHORITY ORDER NO. 2-2017

SUBJECT : Signatory of documents on Human Resource Matters amending Revenue Delegation of Authority Order (RDAO) No. 11-2007 dated September 14, 2007

TO : All Revenue Officials, Employees and Others Concerned

In line with the streamlining of operations at the Bureau of Internal Revenue pursuant to the provisions of Executive Order No. 175 as amended by Executive Order No. 366 and to further expedite the signing of documents and correspondences on human resource matters, authority to sign certain documents and correspondences is hereby delegated to the *Deputy Commissioner, Resource Management Group (RMG); Assistant Commissioner, Human Resource Development Service (HRDS); Head Revenue Assistant Commissioner, Human Resource Development Service (HREA-HRDS; and the concerned Division Chiefs of HRDS.*

To effect such delegation of authority, a list of documents and correspondences, as well as the concerned signatory or appointing authority, is enumerated hereunder for the guidance of all concerned officials and employees.

In the event that the official to whom signing authority was delegated for a certain document/correspondences is on leave, or on official travel, at the time which the concerned documents must be signed, his/her superior officer shall sign the documents.

| DOCUMENTS/CORRESPONDENCES | CIR | DCIR-RMG | ACIR-HRDS | HREA-HRDS | OTHERS |
|---|-----|----------|-----------|-----------|--------|
| I. Personnel Matters | | | | | |
| XXXXXXXXXXXX | XXX | XXXX | XXXX | XXXX | XXXX |
| II. Training Concerns | | | | | |
| 1. XXXXXXXXXX | XXX | XXXX | XXXX | XXXX | XXXX |
| 2. Certificates | | | | | |
| a. Appreciation | | | | | |
| <ul style="list-style-type: none">• If resource speaker/trainer is not from the Bureau• If resource speaker/trainer is from the Bureau | | ✓ ✓ | | | |

| DOCUMENTS/CORRESPONDENCES | CIR | DCIR-RMG | ACIR-HRDS | HREA-HRDS | OTHERS |
|---|-----|----------|-----------|-----------|--------|
| b. Training | | | | | |
| • More than Four (4) hours of Training | | | ✓ | | |
| • Four (4) hours of Training and below | | | | ✓ | |

All other issuances or portions thereof not consistent with this Order are hereby repealed or amended accordingly.

This Order shall take effect immediately

(Original Signed)
CAESAR R. DULAY
 Commissioner of Internal Revenue

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