

BUREAU OF INTERNAL REVENUE
RECORDS MGT. DIVISION
2:42 P.M.
JUN 23 2010
Montoya
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REVENUE DELEGATION AUTHORITY ORDER No. 4-2010

TO : All Revenue Officials and Others Concerned

SUBJECT : Delegation of Authority to Sign Documents and Correspondences
on Financial and Administrative Matters

DATE : April 12, 2010

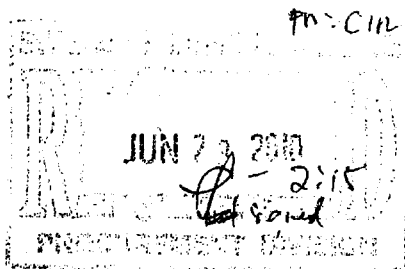
To expedite the signing of documents and correspondences on financial and administrative matters, authority is hereby delegated to the Management Committee, Deputy Commissioners, Assistant Commissioners and other officials of Financial Service and Administrative Service.

To effect such delegation of authority, a list of documents and correspondences, as well as the concerned signatory, is attached herewith as Annex "A" of this Order, 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/correspondence is on leave, or on official travel, at the time when the concerned document/correspondence must be signed, his/her assistant shall sign the document/correspondence except for contracts amounting to more than Php500,000.00, which shall be signed by his/her superior officer. Copies of all contracts approved by a signing official in accordance with this Order shall be provided his immediate superior officer, for the latter's information. Said superior officer may request submission of other papers and documents which he/she deems proper under the circumstances.

All issuances or portions thereof not consistent with this Order are hereby repealed or amended accordingly.

This Order shall take effect immediately.



Joel L. Tan-Torres
JOEL L. TAN-TORRES
Commissioner of Internal Revenue
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