

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

April 27, 2007

REVENUE MEMORANDUM CIRCULAR No. 35-2007

SUBJECT : Loss of seventy six (76) unissued sets and the quadruplicate to quintuplicate copies from another fifteen (15) issued sets of BIR Form No. 2524 – Revenue Official Receipt

TO : All Internal Revenue Officials, Employees and Others Concerned

Notice is hereby given of the loss of seventy six (76) unissued sets and the quadruplicate to quintuplicate copies from another fifteen (15) issued sets of BIR Form No. 2524 Revenue Official Receipt (ROR) with the following serial numbers:

Accountable Form	Serial Number	Missing Copy/Set
BIR Form No. 2524 (Revenue Official Receipt)	ROR200601022501- ROR200601022513	Quadruplicate to Quintuplicate copies (issued)
-do-	ROR200601022514- ROR200601022550	37 sets (unissued)
-do-	ROR200502690560- ROR200502690561	Quadruplicate to Quintuplicate copies (issued)
-do-	ROR200502690562- ROR200502690600	39 sets (unissued)

The abovementioned forms were reported as lost by Ms. Ana Marie Guzman-Vea, Revenue Collection Officer, Revenue District Office No.13, Revenue Region No.03, Tuguegarao City. Consequently, all official transactions involving the use of the missing issued ROR copies should be verified. With respect to the unissued ROR sets, the same have been cancelled and all official transactions involving the use thereof are considered as **INVALID**.

Internal Revenue Officials, employees and others concerned are requested to promptly notify this Office in the event that the aforesaid forms are found and to take the necessary measures to prevent the improper or fraudulent disposition or use of the same.

(Original Signed)
VIRGINIA L. TRINIDAD
Deputy Commissioner
Resource Management Group