

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE

December 17, 2010

REVENUE MEMORANDUM ORDER NO. 2-2011

**SUBJECT : Amending Certain Provisions of Revenue Memorandum Order No. 71-2010 Relative to the Conversion of Accounts Receivables/Delinquent Accounts (ARs/DAs) into the Accounts Receivables Conversion System (ARCS)**

**TO : All Internal Revenue Officers and Others Concerned**

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**I. OBJECTIVES**

This Order is being issued to amend certain provisions of RMO 71-2010 to address certain issues encountered by the Conversion Team during the pilot roll-out of the ARCS in Collection Enforcement Division (CED), Large Taxpayers Collection Enforcement Division (LTCED), Large Taxpayers District Office (LTDO) Makati, and Revenue District Office (RDO) No. 49, North Makati.

**II. AMENDATORY PROVISIONS:**

- a) Section IV(1) of RMO 71-2010 is hereby amended to read as follows:

**“IV. GUIDELINES**

**1. Conversion Scope**

All manually identified ARs/DAs shall be converted in the system, including the unpaid 2<sup>nd</sup> installments of individual taxpayers' income tax liabilities, dishonored checks, eFPS and Returns Processing (RPS) assessments, including all cases with pending applications for compromise and abatement.”

- b) Section V of RMO 71-2010 is hereby amended to read as follows:

**“V. PROCEDURES**

**1. Pre-Conversion Procedures**

- 1.1. Conduct inventory of all AR/DA dockets that are lodged under the accountability of the concerned offices, eFPS and Returns Processing (RPS) assessments, including all cases with pending applications for compromise and abatement.

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XXX

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## **2. Conversion Procedures**

- 2.1. Transcribe mandatory information in the CIF, eFPS and Returns Processing (RPS) assessments, including those cases with pending applications for compromise and abatement.

XXX

XXX

XXX.”

- c) Section VII of RMO 71-2010 is hereby amended to read as follows:

### **“VII. REPORTS**

All concerned offices are required to submit a Revised Monthly AR/DA Conversion Report (Annex “B”) of all encoded and converted AR/DA every 20<sup>th</sup> day of the month to the Conversion Manager, in soft copy, at roberto.taron@bir.gov.ph or [ramon.quevedo@bir.gov.ph](mailto:ramon.quevedo@bir.gov.ph). The Conversion Manager shall, in turn, prepare and submit to the ACIR, Collection Service, a monthly consolidated report thereon not later than the end of each month.”

### **III. REPEALING CLAUSE**

This Order supersedes all revenue issuances and/or portions thereof that are inconsistent herewith.

### **IV. EFFECTIVITY**

This Order shall take effect immediately.

(Original Signed)

**KIM S. JACINTO-HENARES**  
Commissioner of Internal Revenue

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