

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**

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**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	- Large Taxpayers District Office (in ROs with identified Large Taxpayers) Examples: 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	- Financial Service
N-1	- Budget Division
N-2	- Accounting Division
O	- Administrative Service
O-1	- General Services Division
O-2	- Procurement Division
O-3	- Accountable Forms Division
O-4	- Records Management Division
P	- Project Monitoring and Implementation Service
P-1	- Project Development and Management Division
P-2	- Project Monitoring and Evaluation Division
Q	- 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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