

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

April 2, 2007

REVENUE MEMORANDUM ORDER NO. 6-2007

SUBJECT : Authorized Signatories to Documents Relative to Disbursement of Funds Out of the “BIR-Grant for Strengthening of Revenue Administration and Collection Efficiency” under World Bank IDF Grant TF056828-Ph.

TO : All Internal Revenue Officers and Others Concerned

I. BACKGROUND

The “BIR-Grant for Strengthening of Revenue Administration and Collection Efficiency” is a three-year undertaking that will be financed through a grant extended to the Republic of the Philippines by the World Bank under World Bank IDF Grant TF056828-Ph (hereafter, the “WB-IDF Grant” for brevity).

II. OBJECTIVES

This Order is issued to:

1. Designate authorized signatories to documents relative to the disbursement of funds out of the WB-IDF Grant, and thereby delineate clearly the responsibilities and accountabilities of the revenue officials concerned;
2. Streamline the process relative to the disbursement of funds, and thereby avoid delays in the implementation of the project;
3. Confirm and ratify signed documents relative to the disbursements of funds previously signed by OIC-DCIR Norma L. Lipana as Head of the Financial and Management Unit (“FMU”) pursuant to Revenue Special Order (“RSO”) No. 32-2007 prior to her retirement from the Bureau of Internal Revenue (“BIR”).

III. POLICIES

- A.** The documents with particulars listed below relative to the funds initially disbursed out of the WB-IDF Grant which were signed by OIC-DCIR Norma L. Lipana as Head of the FMU pursuant to RSO No. 32-2007, are hereby confirmed and ratified:

<i>Pre-Planning Workshop</i>		
Check No.	Date	Amount
0368301	12/22/06	₱ 5,056.75
0368302	01/12/07	₱ 2,606.00
0368303	01/12/07	₱ 10,000.00

0368304	01/12/07	₱ 30,000.00
0368305	01/23/07	₱ 53,200.00
0368306	02/12/07	₱ 7,058.83
Project and Procurement Management Course		
Thru telegraphic transfer		₱ 261,266.23

The aforesaid disbursements were previously pre-cleared with the official representative of the World Bank, and the authority of the signatories thereto approved by the Secretary of Finance (DOF) through the letter dated August 11, 2006.

- B.** With the retirement of OIC-DCIR Lipana, and her replacement as Head of the FMU by OIC-ACIR Zenaida B. Chang pursuant to RSO No. 211-2007, henceforth, for documents which shall be processed and issued by the FMU relative to the said WB-IDF Grant, the following revenue officials are hereby designated as authorized signatories to the specific documents identified below:

1.) Disbursement Voucher

Box A (Certification of Cash Availability and completeness of supporting documents)	Chief, Accounting Division Teresa A. Cancino
Box B (Approval)	Project Director OIC-DCIR Lucita G. Rodriguez

2.) Obligation Request

Box A (Certification that Supporting Documents are Valid, Proper and Legal)	One who has direct supervision of the activity
Box B (Certification of Availability of Allotment and Obligations Incurred)	Chief, Budget Division Ma. Victoria B. Villena

3.) Check/s and Authority to Debit Advice (ADA)

Cashier	Ms. Beatriz dela Cruz, GSD
Signatory	OIC-ACIR Zenaida B. Chang
Counter-Signatory	Project Director OIC-DCIR Lucita G. Rodriguez

4.) Application for Withdrawal – Annex “A”

The application for Withdrawal shall be signed by OIC- DCIR Lucita G. Rodriguez or OIC-ACIR Zenaida B. Chang.

IV. Effectivity

This Order takes effect upon approval.

(Original Signed)
JOSE MARIO C. BUÑAG
Commissioner of Internal Revenue