

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

April 12, 2002

REVENUE MEMORANDUM ORDER NO. 7-2002

SUBJECT : REVISED OFFICE CODES PURSUANT TO EXECUTIVE ORDER No. 306 WHICH PARTLY AMENDED EXECUTIVE ORDER No. 175

TO : ALL INTERNAL REVENUE OFFICIALS AND EMPLOYEES

I. OBJECTIVES:

This Order is issued to:

- A. Prescribe the revised office codes for the National and Regional Offices and Revenue Data Centers in line with the new organizational set-up of the Bureau under Executive Order No. 306 which partly amended Executive Order No. 175.
- B. Provide guidelines on the proper use of the revised office codes.
- C. Identify and pinpoint the origin of and the offices responsible for all internal revenue documents/official papers thereby achieving a more efficient control and monitoring of these documents.

II. GUIDELINES:

- A. All internal revenue documents/official papers must indicate the office code of the preparing/originating office.
- B. The office code must be placed at the lower left hand corner (after the signature line) of the official memos/papers.

III. REVISED OFFICE CODE SYMBOLS :

Hereunder are the revised office codes of the National and Regional Offices and Revenue Data Centers down to division level:

A. National Office

<u>Code</u>	<u>Office/Division</u>
A	- Office of the Commissioner
A-1	- Office of the Deputy Commissioner, Operations Group
A-2	- Office of the Deputy Commissioner, Information Systems Group
A-3	- Office of the Deputy Commissioner, Resource Management Group
A-4	- Office of the Deputy Commissioner, Legal and Inspection Group
B	- Policy and Planning Service
B-1	- Planning Division
B-2	- Management Division
B-3	- Statistics Division
B-4	- Corporate Communications Division
C	- Enforcement Service
C-1	- Tax Fraud Division
C-2	- Policy Cases Division
D	- Large Taxpayers Service
D-1	- Large Taxpayers Audit and Investigation Division I
D-2	- Large Taxpayers Audit and Investigation Division II
D-3	- Large Taxpayers Assistance Division I
D-4	- Large Taxpayers Assistance Division II
D-5	- Large Taxpayers Field Operation Division
D-6	- Large Taxpayers Document Processing and Quality Assurance Division
D-7	- Large Taxpayers Collection and Enforcement Division
D-8	- Large Taxpayers Programs Division

- D-9-RR Office Code - Large Taxpayers District Office
 (in ROs w/ identified Large Taxpayers)
 Examples:
 LTDO in RR No. 8-Makati City shall have office code D-9-RR 8
 LTDO in RR No. 13 – Cebu City shall have office code D-9-RR 13
- E - Information Systems Operations Service
 E-1 - Systems Operations Division
 E-2 - Systems Support Division
- F - Information Planning and Quality Service
 F-1 - Security Management Division
 F-2 - Quality Assurance Division
 F-3 - Systems Standards and Technology Management Division
- G - Information Systems Development Service
 G-1 - Systems Development Division
 G-2 - Systems Maintenance and Support Division
- H - Taxpayer Assistance Service
 H-1 - Taxpayer Information and Education Division
 H-2 - Taxpayer Service Programs and Monitoring Division
- I - Assessment Service
 I-1 - Assessment Programs Division
 I-2 - Audit Information, Tax Exemption and Incentives Division
 I-3 - Asset Valuation Division
- J - Collection Service
 J-1 - Collection Programs Division
 J-2 - Withholding Tax Division
 J-3 - Revenue Accounting Division
 J-4 - Collection Enforcement Division
- K - Legal Service
 K-1 - Law Division
 K-2 - Appellate Division
 K-3 - Litigation Division
 K-4 - Prosecution Division
 K-5 - International Tax Affairs Division

L	- Inspection Service
L-1	- Internal Security Division
L-2	- Internal Audit Division
L-3	- Personnel Inquiry Division
M	- Human Resource Development Service
M-1	- Personnel Division
M-2	- Training Management Division
M-3	- Training Delivery Division
M-4	- Medical, Dental and Welfare Division
N	- Financial and Administrative Service
N-1	- Budget Division
N-2	- General Services Division
N-3	- Accounting Division
N-4	- Procurement Division
N-5	- Accountable Forms Division
N-6	- Records Management Division

B. Regional/District Offices

The Revenue Regional/District Offices shall use the corresponding office number assigned per Revenue Administrative Order No. 5-93.

The Regional Division Codes shall be the combination of the Revenue Regional Office Code and the following:

1	-	Assessment Division
2	-	Collection Division
3	-	Legal Division
4	-	Finance Division
5	-	Administrative Division
6	-	Special Investigation Division

Examples: RR Baguio City shall have office code RR 1
RR Baguio City, Collection Division shall have office code RR 1-2
RDO Valenzuela shall have office code RDO 24

C. Revenue Data Centers

The Revenue Data Center shall use the combination of its office abbreviation (RDC) and number for the following:

RDC 1	-	Manila
RDC 2	-	Quezon City
RDC 3	-	Makati
RDC 4	-	Visayas
RDC 5	-	ISOS Data Center

The office codes of the Revenue Data Center divisions shall be the combination of the Revenue Data Center Code and the following:

1	-	Facilities Management Division
2	-	Computer Operations, Network and Engineering Division

Examples: Revenue Data Center Makati shall have the office code RDC 3. Facilities Management Division of Revenue Data Center Visayas shall have the office code RDC 4 - 1.

IV. REPEALING CLAUSE :

This Order supersedes Revenue Memorandum Order No. 31-2000 dated August 11, 2000 and all other issuances or portions thereof inconsistent with this Order.

V. EFFECTIVITY :

This Order takes effect immediately.

(Original Signed)
RENÉ G. BAÑEZ
Commissioner of Internal Revenue