

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

February 29, 2016

REVENUE DELEGATION AUTHORITY ORDER NO. 1-2016

TO : All Revenue Officials and Others Concerned

SUBJECT : Delegation of Authority to Sign List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA), Letter of Introduction (LOI) Direct Payment to the Account of the Creditor/Payee & Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIAE)

In the exigency of the revenue service, the following revenue officials are hereby designated as signatories to subject documents, in line with the implementation of the Government Accounting Manual (GAM) for National Government Agencies, pursuant to COA Circular No. 2015-007 dated October 22, 2015, to wit:

Document	National Office	Regional Office
List of Due and Demandable Accounts Payable (LDDAP) (I. Annex A of DBM Circular Letter No. 2013-16)	Certified Correct: Chief, Accounting Division Alternate – Assistant Chief, Accounting Division Approval: Assistant Commissioner, Finance Service Alternate – Head Revenue Executive Assistant (HREA), Finance Service	Certified Correct: Chief, Finance Division Alternate – Assistant Chief, Finance Division Approved: Regional Director Alternate – Assistant Regional Director
Advice to Debit Account (ADA) (II. Annex A of DBM Circular Letter No. 2013-16)	Agency Authorized Signatories: 1. Cashier 2. Chief, General Services Division (GSD)	Agency Authorized Signatories: 1. Cashier 2. Chief, Administrative and Human Resource Management Division (AHRMD)

	Alternate – 1. Assistant Chief, GSD 2. HREA, Administrative Service	Alternate – 1. Assistant Chief, AHRMD 2. Assistant Regional Director
Letter of Introduction (Annex C of DBM Circular Letter No. 2013-16)	HREA, Administrative Service	Assistant Regional Director
	Alternate – Chief, Procurement Division	Alternate – Chief, AHRMD
Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIE) (Annex A of DBM Circular Letter No. 2013-16A)	Certified Correct: Chief, GSD	Certified Correct: Chief, AHRMD
	Alternate – Assistant Chief, GSD	Alternate – Assistant Chief, AHRMD
	Approved: ACIR, Administrative Service	Approved: Regional Director
	Alternate – HREA, Administrative Service	Alternate – Assistant Regional Director

This supersedes Revenue Delegation Authority No. 1-2014 dated February 25, 2014 re: Delegation of Authority to Sign List of Due and Demandable Accounts Payable-Advice to Debit Accounts (LDDAP-ADA), Letter of Introduction (LOI) Direct Payment to the Account of the Creditor/Payee & Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIAE).

This Order takes effect immediately.

(Original Signed)
KIM S. JACINTO-HENARES
Commissioner of Internal Revenue