

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