

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

December 4, 2002

REVENUE MEMORANDUM ORDER NO. 11-2003

Subject : Signatories of Documents Relative to the BIR Revenue Mobilization Enhancement Program

T O : All Internal Revenue Officers and Others Concerned

I. Background

The BIR Revenue Mobilization Enhancement Program (BIR-RMEP) is a two-year undertaking financed by the World Bank through a grant to the Republic of the Philippines (the Recipient).

II. Objectives

This Order is issued to:

1. Delineate clearly the signing of documents relative to the BIR-RMEP, pinpointing accountabilities and responsibilities of the revenue officials concerned;
2. Expedite processing of documents and payment; and
3. Eliminate delay in the implementation of BIR-RMEP.

III. Policies

The following revenue officials are hereby designated as signatories of the documents relative to the implementation of the BIR-RMEP:

A. Disbursement Voucher

Box A (Requisitioner)	Chief of Originating Office
Box B & C (Certification of Available Funds)	Chief, Accounting Division Myrna E. Sobremonte
Box D (Approval)	Project Director ACIR Virginia L. Trinidad

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

Cashier	Ildefonso H. Mariano
Signing	Head, Finance ACIR Norma L. Lipana
Countersigning	Project Director ACIR Virginia L. Trinidad

C. Application for Withdrawal – Annex A

The Application for Withdrawal shall be signed by the Commissioner of Internal Revenue, after being initialed by the Project Director and other authorized officials and employees. It shall be countersigned by the Secretary of the Department of Finance (DOF) or his duly designated representative.

IV. Effectivity

This Order takes effect upon approval.

(Original Signed)
GUILLERMO L. PARAYNO, JR.
Commissioner of Internal Revenue