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

June 30, 2022

REVENUE ADMINISTRATIVE ORDER NO. 1-2022

SUBJECT : AMENDMENT OF REVENUE ADMINISTRATIVE ORDER (RAO) NO. 3-2014 DATED NOVEMBER 5, 2014 RELATIVE TO THE SUPERVISION OF SECURITY SERVICES IN THE REVENUE REGIONS

TO : All Internal Revenue Officials and Employees

I. OBJECTIVE:

This Order is issued to amend Sections III.F and G of RAO No. 3 – 2014 dated November 5, 2014 relative to the supervision of security services which shall be transferred from Administrative and Human Resource Management Division (AHRMD) to the Regional Investigation Division (RID) in the Revenue Regions (RRs).

II. FUNCTIONS:

F. Administrative and Human Resource Management Division

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1. General Services Section

1.1. Supervises/takes charge of the general services in the revenue region and RDC such as janitorial services, mailing, printing, cleanliness and environmental sanitation of working areas, maintenance of office equipment and government vehicles & communication services (e.g. mobile phones and telephones).

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G. Regional Investigation Division

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7. Supervises/takes charge of the security services in the revenue region and RDC including, but not limited to, preparation of Terms of Reference/contract on procurement of security services and assignment & monitoring of security personnel;

8. Coordinates with the proper offices in the implementation of abovementioned functions;

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9. Prepares prescribed reports for submission to the offices concerned; and

10. Performs other functions as may be assigned.

III. REPEALING CLAUSE:

All issuances or portions thereof not consistent with the provisions of this Order are hereby repealed or amended accordingly.

IV. EFFECTIVITY:

This Order shall take effect immediately.

CAESAR R. DULAY
Commissioner of Internal Revenue

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