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

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June 10, 2019

REVENUE ADMINISTRATIVE ORDER NO. 3-2019

SUBJECT : AMENDMENT OF REVENUE ADMINISTRATIVE ORDER NO. 2-2017 DATED JUNE 8, 2017 RELATIVE TO THE ORGANIZATION AND FUNCTIONS OF THE INFORMATION SYSTEMS GROUP, INCLUDING THE SERVICES, REVENUE DATA CENTER, DIVISIONS AND SECTIONS UNDER IT

TO : All Internal Revenue Officials and Employees

I. OBJECTIVES:

This Order is issued to:

A. Amend Section III.B under Item No. 1.6 of Revenue Administrative Order (RAO) No. 2-2017 dated June 8, 2017.

B. To enforce control on the processing and implementation of request for data correction/update.

II. AMENDMENTS:

Section III.B of RAO No. 2-2017 is hereby amended as follows:

III. REVENUE DATA CENTER

B. COMPUTER OPERATIONS, NETWORK AND ENGINEERING DIVISION

1. Supervises the daily operation of computer hardware, network equipment and related telecommunication facilities at RDC;

2. Undertakes extraction of data requested by external agencies to a physical media upon approval by officials concerned;

3. Monitors IT system performance, identifies bottlenecks and tunes the operating system at the RDC;

4. Prepares Terms of References (TOR) when necessary and ensures successful project management implementation, as well as adherence to Service Level Agreements (SLAs);

5. Prepares/submits closedown report after project completion/ termination;

6. Conducts Proof of Concept (POC) tests as required and prepares technical specifications for IT resources;

7. Coordinates with the Revenue District Offices (RDOs) in the processing/approval of applications for permit to adopt Computerized Accounting Systems and/or its components;

8. Handles system administration requirements of the Computerized Assisted Audit Tools and Techniques (CAATTs) facility;

9. Controls, secures and maintains data files of taxpayers generated and/or processed within CAATTs facility;

10. ***Executes data correction/update request upon approval of the RDC Head;***

11. Coordinates with offices concerned in the implementation of the abovementioned functions;

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

13. Performs other functions as may be assigned.

1. Computer Operations Section

1.1. Operates the computer system for on-line and interactive processing of data and generates reports and correspondences;

1.2. Coordinates with contractor (outsourcer/service provider) on the day-to-day computer operations of job streams;

1.3. Receives input data from Authorized Agent Banks (AABs) and RDOs for processing and data integrity checking;

1.4. Monitors payment data transmission of AABs under the jurisdiction of the RDC and coordinates with National Office (NO), Regional Offices (ROs)/RDOs concerned on the resolution of payment data transmission issues;

1.5. Implements and maintains security systems within the RDC as provided by the NO;

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1.6. Generates and prints prescribed reports for submission to the offices concerned; and

1.7. 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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