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

BUREAU OF INTERNAL REVENUE
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MAY 11 2021
RECORDS MGT. DIVISION

May 11, 2021

REVENUE ADMINISTRATIVE ORDER NO. 3-2021

SUBJECT : AMENDMENT OF REVENUE ADMINISTRATIVE ORDER (RAO) NO. 2-2018 RELATIVE TO THE ORGANIZATION AND FUNCTIONS OF RESEARCH AND STATISTICS DIVISION UNDER THE PLANNING AND MANAGEMENT SERVICE

TO : All Internal Revenue Officials and Employees

I. OBJECTIVE:

This Order hereby amends pertinent provisions of RAO No. 2-2018 relative to the organization and functions of Research and Statistics Division under the Planning and Management Service.

II. FUNCTIONS

C. Research and Statistics Division

1. Formulates policies, standards, work programs, guidelines and procedures, including forms/reports relative to data analysis, revenue forecasting and goal allocation, statistical reporting and surveys;

2. Gathers and maintains an inventory of statistical data relative to data analysis, revenue forecasting, goal allocation, statistical reporting, profiling, surveys and research;

3. Undertakes data analysis and provides results to management for decision-making activities;

4. Prepares and releases statistical reports to authorized internal and external users in accordance with prescribed guidelines and procedures as required;

5. Provides statistical data/information on tax revenue collection needed by internal and external offices to measure revenue impact of proposed/approved revenue measures;

6. Assists in various fora relative to tax revenue statistics;

7. Prepares revenue issuances relative to the abovementioned functions;

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

9. Performs other functions as may be assigned.

1. Data Extraction and Processing Section

1.1. Gathers and maintains tax revenue collection statistics and other relevant data for policy and decision-making purposes;

1.2. Identifies the information needed for a particular analytics application and coordinate with the IT group for data integration/extraction routines and transformation of data into a common format to support analytical processing via SAS.

1.3. Acquires data from primary or secondary data sources and maintain databases;

1.4. Filters and cleans data by reviewing computer reports, printouts, and performance indicators to locate and correct structural error, unwanted outliers, and repetitive, irrelevant or sensitive data/information;

1.5. Prepares/summarizes tax revenue collection statistics and other relevant data needed by internal and external stakeholders;

1.6. Coordinates with BIR offices and provides tax revenue collection statistics and other relevant data as requested by National Government Agencies (NGAs), private institutions, and other external stakeholders, on the Bureau's performance and other information; and

1.7. Performs other functions as may be assigned.

2. Statistical Analysis Section

2.1 Undertakes data analysis of revenue collection performance and statistics data relating to taxpayers' compliance based on different sectors/categories and sources of tax revenue;

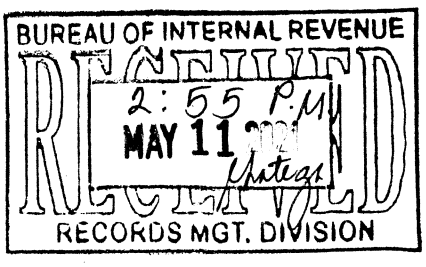
2.2 Interprets data sets using statistical tools, paying particular attention to uncover trends and patterns that could be valuable for diagnostic and predictive analytics efforts;

2.3 Apprises the office concerned regarding observed data inconsistencies and quality;

2.4 Analyzes results of survey conducted and submits reports to offices concerned;

2.5 Coordinates with offices concerned relative to data analysis; and

2.6 Performs other functions as may be assigned.



3. Revenue Forecasting and Goal Allocation Section

3.1 Develops revenue forecasting models and prepares revenue forecasts as basis for management decision;

3.2 Gathers, maintains and monitors data relative to revenue forecasting and goal allocation;

3.3 Develops methodologies and prepares goal allocations by implementing unit, by period and by tax type;

3.4 Maintains statistical data from BIR Form No. 1209 - Consolidated Monthly Reports on Collection;

3.5 Organizes and conducts briefings/updates on the preparation of statistical reports (i.e. BIR Form 1209, etc.);

3.6 Coordinates with offices concerned and provides statistical data/information needed by internal and external offices to measure revenue impact of proposed revenue measures; and

3.7 Performs other functions as may be assigned.

4. Statistical Research and Surveys Sections

4.1 Gathers and monitors macro-economic indicators/trends that may affect the Bureau's revenue performance;

4.2 Prepares statistical report(s) on macro-economic indicators and trends needed by offices concerned in the Bureau;

4.3 Supervises and monitors the conducts of surveys in accordance with the requests of BIR offices;

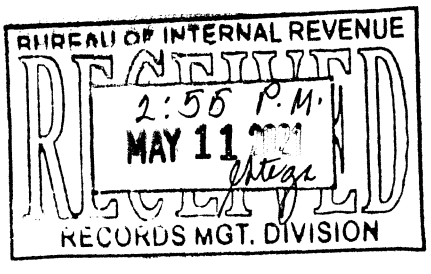
4.4 Tabulates and consolidates results of survey conducted and submits reports to offices concerned;

4.5 Monitors revenues generated from newly approved tax measures and prepares report on the impact of such tax measures;

4.6 Creates and maintains the handbook of Alphanumeric Tax Codes (ATCs);

4.7 Updates Revenue District Office (RDO) classifications; and

4.8 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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Approved:

CARLOS G. DOMINGUEZ
Secretary of Finance

MAY 03 2021

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