BUREAU OF INTERNAL REVENUE
RECORDS MGT. DIVISION
JAN 11 2016
RECEIVED

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

January 5, 2016

REVENUE MEMORANDUM CIRCULAR No. 1-2016

SUBJECT : Loss of Several Accountable Forms

TO : All Internal Revenue Officials, Employees and Others Concerned

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Notice is hereby given of the loss of the accountable forms hereunder listed together with other pertinent information, to wit:

Accountable Form	Serial Number	Missing Copy/Set
BIR Form No. 2524 (Revenue Official Receipt)	ROR201300689072-ROR201300689100	29 sets (unused)
BIR Form No. 2524 (Revenue Official Receipt)	ROR201300689101-ROR201300689500	8 pads (unused)
Accountable Form No. 51 (Official Receipt)	ACF201100227522-ACF201100227550	29 sets (unused)
Accountable Form No. 51 (Official Receipt)	ACF201100227551-ACF201100228000	9 pads (unused)

The loss of the said accountable form was reported by Ms. Rebecca S. Singzon, Revenue Collection Officer, Revenue District Office No. 88, Revenue Region No. 14, Government Center, Candahug, Palo, Leyte. Consequently, the same accountable forms have been cancelled and all official transactions involving the use thereof are considered as INVALID.

Internal Revenue Officials, employees and others concerned are requested to promptly notify this Office in the event that the aforesaid forms are found and to take the necessary measures to prevent the improper or fraudulent disposition or use of the same.

Celia C. King

CELIA C. KING
Deputy Commissioner
Resource Management Group

R-A-08-00029-F

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2:15 P.M.