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

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

February 5, 2016

REVENUE MEMORANDUM CIRCULAR No. 12-2016

SUBJECT : Missing Two (2) Unused Quadruplicate Copies and One (1) Unused Triplicate Copy of BIR Form No. 0422 – Mission Order

TO : All Internal Revenue Officials, Employees and Others Concerned

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Notice is hereby given of the missing two (2) unused quadruplicate copies and one (1) unused triplicate copy of BIR Form No. 0422 – Mission Order (MSO) with the following serial numbers:

MSO200100101072-quadruplicate copy
MSO200100101080-quadruplicate copy
MSO200100101146-triplicate copy

The abovementioned forms were reported as missing by Mr. Richard A. Gonzales, Administrative Assistant I, assigned at the Office of the Regional Director, Revenue Region No. 08, Makati City, Consequently, the entire MSO sets bearing the said serial numbers are cancelled. All official transactions involving the use of said forms are therefore 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
Deputy Commissioner
Resource Management Group
16-P-10-00196

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BUREAU OF INTERNAL REVENUE
INTERNAL COMMUNICATIONS DIVISION
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