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

BUREAU OF INTERNAL REVENUE
RECORDS MGT. DIVISION
FEB 06 2023
9:40 AM
RECEIVED

January 24, 2023

REVENUE MEMORANDUM CIRCULAR No. 16-2023

SUBJECT : Lost of Several Sets of Unused/Unissued Accountable Forms

TO : All Internal Revenue Officials, Employees and Others Concerned

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Notice is hereby given of the loss of several sets of unused/unissued accountable forms, bearing the following serial numbers:

Accountable Form	Serial Number	Quantity	Accountable Officer
BIR Form No. 0535 - Taxpayer Information Sheet	TIS201900236437 – TIS201900236440	4 sets	Jessa R. Corpuz
BIR Form No. 0535 - Taxpayer Information Sheet	TIS201900236605	1 set	Louie M. Laquian
BIR Form No. 0535 - Taxpayer Information Sheet	TIS201800281029	1 set	Mylene B. Javier
BIR Form No. 0535 - Taxpayer Information Sheet	TIS201800281046 – TIS201800281050	5 sets	Mylene B. Javier
BIR Form No. 0535 - Taxpayer Information Sheet	TIS201800281251 – TIS201800281260	10 sets	Mylene B. Javier
BIR Form No. 0423 - Apprehension Slip	APS201600009551	1 set	Moises T. Caguioa Jr.

The abovementioned forms were reported as lost by Ms. Jessa R. Corpuz, Mr. Louie M. Laquian, Ms. Mylene B. Javier and Mr. Moises T. Caguioa Jr., Revenue Officers, all assigned at Revenue District Office No. 17B, Revenue Region No. 4, Pampanga, and have consequently been 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.

TERESITA M. ANGELES
Deputy Commissioner
Resource Management Group

O-4