REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

Quezon City

BUREAU OF INTERNAL REVENUE
RECORDS MGT. DIVISION
MAY 02 2014
RECEIVED

April 24, 2014

REVENUE MEMORANDUM CIRCULAR No. 31-2014

SUBJECT : Missing Original Copy from One (1) Unused Set of BIR Form No. 2311-Tax Debit Memo

TO : All Internal Revenue Officials, Employees and Others Concerned

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Notice is hereby given of the missing original copy from one (1) unused set of BIR Form No. 2311 – Tax Debit Memo (TDM) with the hereunder stated serial number, to wit:

TDM200800003966

The abovementioned copy was reported as missing by Ms. Melba S. Malihan, Ms. Ma. Niña C. Babida, and Mr. Conrado P. Item, assigned at the Office of the Miscellaneous Operations Monitoring Division. Consequently, the entire TDM set bearing the said serial number is hereby cancelled. All official transactions involving the use thereof is therefore considered as INVALID.

Internal Revenue officials, employees and others concerned are requested to promptly notify this Office in the event that the aforesaid form is 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
14-D-20-0620 +

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BUREAU OF INTERNAL REVENUE
INTERNAL COMMUNICATIONS DIVISION
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