BUREAU OF INTERNAL REVENUE
RECORDS MGT. DIVISION
JUN 17 2014
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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

June 10, 2014

REVENUE MEMORANDUM CIRCULAR No. 53-2014

SUBJECT : Loss of several Revenue Official Receipts-BIR Form No. 2524

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)	ROR201201505001-ROR201201505050	Revenue Collection Officer's file copy (Quintuplicate copies from 50 sets-issued)
BIR Form No. 2524 (Revenue Official Receipt)	ROR201201505101-ROR201201505246	Revenue Collection Officer's file copy (Quintuplicate copies from 146 sets-issued)
BIR Form No. 2524 (Revenue Official Receipt)	ROR201201505247-ROR201201505250	4 sets (unissued)

The abovementioned forms were reported as lost by Ms. Mary Jane S. Young, Revenue Collection Officer, Revenue District Office No. 87, Revenue Region No. 14, Government Center, Candahug, Palo, Leyte. Consequently, all official transactions involving the use of the lost quintuplicate copies of the issued Revenue Official Receipt should be verified. With respect to the unissued sets, the same 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
14-7-16-0893

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COMMUNICATIONS DIVISION
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O-4