REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

Quezon City

November 12, 2007

REVENUE MEMORANDUM CIRCULAR NO. 83 - 2007

SUBJECT : **CIRCULARIZING MEMORANDUM DATED FEBRUARY 6, 2003 OF DEPUTY COMMISSIONER ESTELITA C. AGUIRRE OF RESOURCE MANAGEMENT GROUP RELATIVE TO THE NON-ISSUANCE OF SERVICE RECORD WITHOUT NATIONAL OFFICE CLEARANCE AND OMBUDSMAN CLEARANCE**

TO : **ALL REVENUE OFFICIALS, EMPLOYEES AND OTHERS CONCERNED**

For the information and guidance of all concerned, circularized hereunder is the full text of memorandum dated February 6, 2003 relative to the "Non-issuance of Service Record without National Office Clearance and Ombudsman Clearance", as follows:

"**MEMORANDUM TO:**
The Regional Director
Revenue Region No. _____

ATTENTION: Head, Human Resource Management Unit

DATE: February 6, 2003

SUBJECT: NON-ISSUANCE OF SERVICE RECORD WITHOUT NATIONAL OFFICE CLEARANCE AND OMBUDSMAN CLEARANCE

It has been observed that some retirees from the Regional Office claimed their GSIS Benefits without securing the proper clearances from the National Office and Office of the Ombudsman, resulting to some unsettled money and property accountabilities in the Bureau.

Relative thereto, strict implementation on the non-issuance of service records for purposes of retirement/separation

without National Office Clearance and Ombudsman Clearance, should be observed.

For your compliance.

(Signed)
ESTELITA C. AGUIRRE
Deputy Commissioner
Resource Management Group"

All concerned are hereby enjoined to be guided accordingly and give this Circular a wide publicity as possible.

(Original Signed)
LILIAN B. HEFTI
Commissioner of Internal Revenue