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

January 10, 2012

REVENUE MEMORANDUM ORDER NO. 2-2012

SUBJECT : Reportorial Requirements of the Taxpayer Assistance Service (TAS)

TO : All Internal Revenue Officers and Employees

I. BACKGROUND AND OBJECTIVE:

The Taxpayer Assistance Service (TAS), through its divisions, the Taxpayer Service Programs and Monitoring Division (TSPMD) and the Tax Information and Education Division (TIED) has been receiving various reports from different BIR offices which are no longer required for submission. Thus, it is recommended that reportorial requirements under this Service should be streamlined to relieve BIR offices of the burden of submitting unnecessary and/or duplicate reports; and to eliminate the accumulation of needless reports being submitted to its divisions. Likewise, it will encourage sharing of information/data amongst the offices within and outside the functional groups.

Hence, this Order is being issued to:

1. Rationalize the reportorial requirements of TAS;
2. Identify the various TAS Reports required for submission to its divisions;
3. Efficiently monitor the work performances of the concerned offices relative to TAS programs; and
4. Allow BIR offices to focus on more urgent and important tasks.

II. POLICIES AND GUIDELINES:

1. The concerned offices listed in the attached Inventory of Reports Required (Annex A) shall prepare the identified reports therein using the prescribed format (see attached format);

2. The concerned offices listed in Annex A shall be responsible for collating reports of their respective Service/RRs/RDOs/Divisions, to facilitate and ensure prompt submission of these reports to TAS, through its divisions, on or before the scheduled deadline as stated in Annex A;

3. Upon approval of this RMO, the RDOs and concerned offices under LTS **shall no longer submit** the following reports:
    a. TAS Report #001 - Report on the Results of Taxpayer Service Activities
    b. TAS Report #002 - Annual Plans and Schedule of Tax Compliance/Public Dialogue
    c. TAS Report #003 - Quarterly Plans and Actual Accomplishment Report on the Tax Campaign Activities/ Public Dialogue
    d. TAS Report #004 - Quarterly Advance Schedule of Officer of the Day to Man the Taxpayer Service Counter
    e. TAS Report #008 - Registration By "Tax Type"
    f. TAS Report #009 - Summary Report of New Registrant
    g. Monthly Report on Taxpayers Who Ceased Business Operations
    h. Consolidated Report on Monthly Posting of Ask for Receipt Notice (ARN)
    i. Status Report on Adopted Taxpayers Requested for Transfer
    j. Tax Campaign Activities for Taxpayers and Accounting Practitioners
    k. Monthly Report and Consolidated Report on TCVD Professionals
    l. Report of Mapping Operations – Real Estate Lessors
    m. Report on Medical Practitioners/Professionals Visited During the Actual Tax Mapping Operation

4. However, the Systems Operations Division (SOD) of the Information Systems Operations Service **shall continue to submit** to TSPMD the following reports relative to Non-Computerized RDOs:
    a. Monthly Report on **TRU Phase I** Validated Records Sent to ISOS for Upload
    b. Monthly Report on Registration Information Updates and Exemption Updates Forms
    c. Monthly Report on Application for Registration of Branches Sent to ISOS
    d. Monthly Report on the Resolution of Suspended TRU/Registration Data Determined After Upload
    e. Monthly Report on the Resolution of Suspended **TRU Phase II** Records Determined and After Uploaded by ISOS
    f. Monthly Report on **TRU Phase II** Records Validated and Uploaded by ISOS
    g. Status of Multiple and Identical TIN Clean Up
    h. List of Cancelled/Deactivated TINs and Transferred Taxpayer Record

4.1 All prevailing revenue issuances, guidelines, including templates, pertinent to the manner of preparation and submission of each report shall still be observed and implemented by the concerned BIR offices;

III. REPEALING CLAUSE:

All revenue issuances and/or portions thereof inconsistent with the provisions of this Order are hereby repealed or amended accordingly.

IV. EFFECTIVITY:

This Order takes effect immediately.

(Original Signed)
KIM S. JACINTO-HENARES
Commissioner of Internal Revenue