REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

February 16, 2012

REVENUE MEMORANDUM ORDER NO. 7-2012

SUBJECT : Amending Certain Provisions of Revenue Memorandum Order No. 45-2011, Prescribing the Guidelines and Procedures in the conduct of Pre-Repair Inspection and Inspection and Acceptance of deliveries of Goods and Services in the Bureau of Internal Revenue

TO : All Internal Revenue Officials, Employees and Others Concerned

I. Objectives

This Order is being issued to amend certain provisions of Revenue Memorandum Order No. 45-2011 dated October 26, 2011 relative to the procedures of Pre-Repair Inspection including Annexes A, A.1.and A.2 .

II. Amendatory Provisions

Pertinent portions of Section V of RMO 45-2011 are hereby amended to read as follows:

"V. **Procedures**

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1.2.2 Help Desk, System Support Division (for National Office except for Large Taxpayers Offices) /ISOS Data Center (for LT Offices and RR8 Makati)/Revenue Data Center (for Regional Offices)
– For IT equipment and facilities for repair/ renovation/ rehabilitation.

Xxx

1.4 Submit Request for Pre-Repair Inspection to the Member, IAC (GSD/Help Desk, SSD (for National Office except for Large Taxpayers Offices) /ISOS Data Center (for LT Offices and RR8

Makati)/Revenue Data Center (for Regional Offices) AdmD/Administrative Section); and,

Xxx

2 Systems Support Division-ISOS /ISOS Data Center /Revenue Data Center

Xxx

2.4 Determine if property is still covered by warranty or covered by a maintenance agreement;

2.5 Prepare, sign and attach Service Request Form to the Request for Pre-Repair Inspection; and, “

Xxxxx.

VI. Repealing Clause

This Order supersedes all revenue issuances and/or portions that are inconsistent thereof.

VII. Effectivity

This Order takes effect upon approval hereof.

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

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