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

REVENUE MEMORANDUM ORDER NO. 14-2013

SUBJECT : **REVISED NATIONAL OFFICE CODES ALIGNED WITH THE APPROVED BIR RATIONALIZATION PLAN UNDER EXECUTIVE ORDER NO. 366**

TO : **ALL INTERNAL REVENUE OFFICIALS AND EMPLOYEES**

I. OBJECTIVES:

With the implementation of the BIR Rationalization Plan, changes shall be made to the Bureau's organizational structure, which shall involve, among others, the renaming, creation or consolidation of certain offices.

In this regard, this Order is being issued to:

1. Prescribe the revised office codes for the National Office and the Revenue Data Centers, in accordance with the new organizational structure;

2. Identify the originating office of a particular document; and,

3. Provide guidelines for the proper use of such office codes, to ensure the efficient control and monitoring of internal revenue documents and communications.

II. GUIDELINES:

1. All internal revenue documents / official papers must contain the office code of the preparing / originating office.

2. The office code must be indicated at the ***lower left hand corner*** (at least one line after the signature line) of an official document.

III. REVISED OFFICE CODES:

A. National Office:

CODE	OFFICE
A	**Office of the Commissioner**
A-1	Office of the Deputy Commissioner, Operations Group
A-2	Office of the Deputy Commissioner, Information Systems Group
A-3	Office of the Deputy Commissioner, Resource Management Group
A-4	Office of the Deputy Commissioner, Legal Group
B	**Planning and Management Service**
B-1	Planning and Programming Division
B-2	Management Division
B-3	Research and Statistics Division
C	**Project Management and Implementation Service**
C-1	Project Development and Management Division
C-2	Project Monitoring and Evaluation Division
D	**Large Taxpayers Service**
D-1	Regular LT Audit Division I
D-2	Regular LT Audit Division II
D-3	Regular LT Audit Division III
D-4	Excise LT Audit Division I
D-5	Excise LT Audit Division II
D-6	Excise LT Field Operations Division
D-7	Excise LT Regulatory Division
D-8	LT Assistance Division
D-9	LT Document Processing and Quality Assurance Division
D-10	LT Collection Enforcement Division
D-11	LT Performance Monitoring and Programs Division
D-12	LT Division – Makati
D-13	LT Division – Cebu
E-1	**Performance Evaluation Division**
F	**Information Systems Project Management Service**
F-1	Security Management Division
F-2	IT Contract Management Division
F-3	Taxpayer Service Systems Division
F-4	Business Intelligence Division
F-5	Administrative Systems Division
G	**Information Systems Development and Operations Service**
G-1	Systems Development Division
G-2	IT Planning and Standards Division
G-3	Data Warehousing and Systems Operations Division
G-4	Network Management and Technical Support Division

CODE	OFFICE
H	**Client Support Service**
H-1	Public Information and Education Division
H-2	Taxpayer Service Programs and Monitoring Division
H-3	Internal Communications Division
H-4	Customer Assistance Division
I	**Assessment Service**
I-1	Assessment Programs Division
I-2	Audit Information, Tax Exemption and Incentives Division
I-3	Assessment Performance and Monitoring Division
I-4	VAT Credit Audit Division
I-5	Tax Audit Review Division
J	**Collection Service**
J-1	Collection Programs Division
J-2	Collection Performance and Monitoring Division
J-3	Revenue Accounting Division
J-4	Accounts Receivables Monitoring Division
J-5	Miscellaneous Operations Monitoring Division
K	**Legal Service**
K-1	Law and Legislative Division
K-2	Appellate Division
K-3	International Tax Affairs Division
L	**Internal Affairs Service**
L-1	Internal Investigation Division
L-2	Personnel Adjudication Division
M	**Enforcement and Advocacy Service**
M-1	Litigation Division
M-2	Prosecution Division
M-3	National Investigation Division
N	**Finance Service**
N-1	Budget Division
N-2	Accounting Division
O	**Administrative Service**
O-1	Procurement Division
O-2	General Services Division
O-3	Property Division
O-4	Accountable Forms Division
O-5	Records Management Division
P	**Human Resource Development Service**
P-1	Personnel Division
P-2	Training Management Division
P-3	Training Delivery Division

B. Revenue Data Centers:

CODE	OFFICE
RDC 1	**Revenue Data Center (RDC) Luzon 1**
RDC 1-1	Facilities Management Division
RDC 1-2	Computer Operations, Network and Engineering Division
RDC 2	**Revenue Data Center (RDC) Luzon 2**
RDC 2-1	Facilities Management Division
RDC 2-2	Computer Operations, Network and Engineering Division
RDC 3	**National Office Data Center (NO-DC)**
RDC 3-1	Facilities Management Division
RDC 3-2	Computer Operations, Network and Engineering Division
RDC 4	**Revenue Data Center (RDC) Visayas**
RDC 4-1	Facilities Management Division
RDC 4-2	Computer Operations, Network and Engineering Division
RDC 5	**Revenue Data Center (RDC) Mindanao**
RDC 5-1	Facilities Management Division
RDC 5-2	Computer Operations, Network and Engineering Division

IV. REPEALING CLAUSE

This Order supersedes Revenue Memorandum Order No. 34-2011 dated September 14, 2011 and all other previous issuances.

V. EFFECTIVITY

This Order takes effect immediately.

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

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