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

May 17, 2016

REVENUE MEMORANDUM ORDER NO. 18-2016

SUBJECT : Updated Reportorial Requirements under the Client Support Service

TO : All Internal Revenue Officials, Employees and Others Concerned

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I. OBJECTIVES

This Order is hereby issued to:

1. Identify the various Client Support Service (CSS) reports required for submission by the concerned offices;

2. Revise, streamline and rationalize the reportorial requirements under CSS to allow the BIR personnel and its offices to focus on more urgent and important tasks; and

3. Efficiently monitor the work performances of the concerned offices relative to CSS programs and projects.

II. POLICIES AND GUIDELINES

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

2. The concerned offices as listed in Annex A, shall be responsible for consolidating of reports from their respective Service/Revenue Regions (RRs)/Revenue District Offices (RDOs)/Divisions, to facilitate and ensure prompt submission of these reports to CSS, through its divisions, on or before the scheduled deadline as stated in Annex A.

3. Upon approval of this Order, the RDOs, RRs and concerned offices under the Large Taxpayer Service (LTS) **shall no longer submit** the following reports:

    a. Quarterly Inventory of Permits Issued and Pending Applications to Use Computerized Accounting System or Components Thereof
    b. Monthly Report on Reprinted "Permit" CRM/POS/SPM and other Similar Sales Machines
    c. Monthly Report on Cancelled "Permit" CRM/POS/SPM and other Similar Sales Machines
    d. Quarterly Report of Registered Barangay Micro Business Enterprise (BMBEs)

4. However, the Data Warehousing and Systems Operations Division (DWSOD) of the Information Systems Development and Operations Service (ISDOS) shall continue to submit to the Taxpayer Service Programs and Monitoring Division (TSPMD) the following reports relative to Non-Computerized RDOs:

    a. Monthly Report on TRU Phase I Validated Records Sent to ISDOS for Upload
    b. Monthly Report on Registration Information Updates and Exemption Updates Forms

c. Monthly Report on Application for Registration of Branches Sent to ISDOS
d. Monthly Report on 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 ISDOS
f. Monthly Report on TRU Phase II Records Validated and Uploaded by ISDOS
g. Status of Multiple and Identical TIN Clean Up
h. List of Cancelled/Deactivated TINs and Transferred Taxpayer Record

5. 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 shall take effect immediately.

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