REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

May 6, 2013

REVENUE MEMORANDUM ORDER NO. 19-2013

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

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I. **Objectives**

1. Amend Section III (A) of Revenue Memorandum Order No. 45-2011 dated October 26, 2011 relative to the composition of the National Office Committee including Annex B (Inspection and Acceptance Report).

2. Ensure compliance with COA circulars and memoranda pertinent to Inspection and Acceptance of deliveries of Goods and Services

3. Address the observations / concerns raised by the BIR resident COA Auditor.

II. **Amendatory Provisions**

Pertinent portions of Section III (A) of RMO 45-2011 including Annex B are hereby amended to read as follows:

"III. **Organization :**

A. National Office Committee

Inspection Committee

Chairman:	Leonor S. Villalon-Rogers	- ACIR, Planning and Management Service
Members :	Nelly S. Ibo	- Chief, Procurement Division
	Roy B. Villena	- Asst. Chief, Accountable Forms Division
	Gilbert T. Obispo	- Management Division
	Stralenmer P. Moran	- Internal Investigation Division
	Ellen P. Gutierrez	- Large Taxpayers Audit Division I

Acceptance Committee

Bobby U. Labajo	-	Chief, General Services Division
Jose C. Afable	-	Chief, Network Management and Technical Support Division

For deliveries pertaining to supplies and other items for stocks and distribution and other non-IT Resources, the Chief, GSD shall be the signatory for the "Acceptance" portion of the IAR. However, for contract deliverables pertaining to IT Resources, the signatory shall be the Chief, GSD together with the Chief, Network Management and Technical Support Division.

The term IT Resources used in this RMO is construed to consist of the following as defined in COA Circular No. 97-003:

- ***Computer Systems*** which include hardware/software inclusive of data communications equipment and such other peripherals and auxiliary equipment necessary to put the system into operational mode;
- ***Databases*** which are computer-based collection of files maintained and which can be assessed by users within or outside the organization; and
- **IT *Manpower Resources*** which include all IT personnel as well as consultancy/technical services related to the planning, development, implementation and maintenance of information systems, and training.

III. **Repealing Clause**

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

IV. **Effectivity**

This Order takes effect upon approval hereof.

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

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