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

December 10, 2020

REVENUE MEMORANDUM ORDER NO. 2-2021

SUBJECT : Streamlining the Reportorial Requirements of the Collection Service

TO : All Internal Revenue Officers, Employees and Others Concerned

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This RMO is issued to streamline the reports being submitted to the Collection Service and the Divisions under it in order to:

1. Rationalize the required reports to effectively reduce the burden of redundant and voluminous reports, and maximize the time and resources of each office or division;

2. Provide timely submission of information needed to be delivered by each office and division; and

3. Prescribe format of the reports.

For purposes of attaining the above, the frequency, manner of submission, distribution, and the deadline for submission of the reports and its format listed in Annex "A" of this Order shall be strictly complied.

Reports in soft copies, together with the scanned copy of the transmittal duly signed by the head of office, shall be submitted using the email account of the head of office or his duly authorized representative. The date of email of the sending office shall be deemed the date of receipt.

The reports enumerated in Annex "B" shall be discontinued.

Non-compliance with the above shall be considered as violation of office rules and regulations with penalty as defined in the Revised Code of Conduct as implemented by RMO No. 53-2010.

All other orders, issuances and/or portions thereof inconsistent herewith are hereby repealed, amended or modified accordingly.

This Order shall take effect immediately.

CAESAR R. DULAY
Commissioner of Internal Revenue

BUREAU OF INTERNAL REVENUE
RECEIVED
3:35 P.M.
JAN 05 2021
RECORDS MGT. DIVISION

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