REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS

August 2, 2006

REVENUE MEMORANDUM ORDER NO. 21-2006

SUBJECT : Prescribing Report Formats for Updating the Status of Consolidated Letter Notices Covering Taxable Years 2004 Onwards as Defined in Revenue Memorandum Order No. 32-2005

TO : All Internal Revenue Officers and Others Concerned

I. OBJECTIVES

This Order is issued to prescribe report formats for manual updating of the status of consolidated (SLSP and BOC) Letter Notices covering taxable years 2004 onwards, deployed via the Information Delivery Portal (IDP), pending the development of an alternative system to the existing Letter Notice (LN) Monitoring Module.

II. POLICIES AND PROCEDURES

Prior to the full implementation of the online updating / monitoring, via the IDP, of the consolidated LNs covering taxable years 2004 onwards, the following reports prescribed hereunder, in addition to the reports prescribed under Revenue Memorandum Order No. 32-2005, shall be submitted to the Audit Information Tax Exemption and Incentives Division (AITEID):

Title of Reports	Annex No.	Due Date	Office(s) Responsible
Monthly Status / Collection Report on Consolidated SLSP/BOC Letter Notices	A	Every 10th day of the month starting August 2006	RDO / LTDO / LTAID / NID
Consolidated Monthly Status/Collection Report on Consolidated SLSP/BOC Letter Notices	B	Every 20th day of the month starting August 2006	RR / LTS / ES
Statistical Report on LNs Converted to LAs	C	Within twenty (20) days after the lapse of the 60-day or 120-day period from LN issuance	RR / LTS

III. EFFECTIVITY

This Order shall take effect immediately.

(Original Signed)
JOSE MARIO C. BUÑAG
Commissioner of Internal Revenue