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

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JAN 27 2023
11:00 A.M.
RECORDS MGT. DIVISION

January 09, 2023

REVENUE MEMORANDUM ORDER NO. 4-2023

SUBJECT : Amendment to RMO No. 14-2015, Defining the New Composition of the **Committee to Supervise the Printing of Specialized Accountable Forms**

TO : All Internal Revenue Officers, Employees, and Others Concerned

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In connection with the printing of specialized accountable forms, the Committee to Supervise the Printing of Specialized Accountable Forms in the National Office is hereby reconstituted as follows:

Chairperson	-	Assistant Commissioner Administrative Service or his/her authorized representative
Vice-Chairperson	-	Chief, Accounting Division or his/her authorized representative
Member	-	Chief, Accountable Forms Division or his/her authorized representative
Member	-	Chief, Taxpayer Service Programs & Monitoring Division or his/her authorized representative
Witness	-	Resident COA Auditor or his/her authorized representative

The Committee Chairperson and members shall designate formally in writing any responsible official of their respective offices who shall represent them.

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Said Committee shall discharge the following functions:

1. Observe the procedures in the printing of accountable forms as set forth under COA Circular No. 78-35-A dated July 13, 1978 and other pertinent provisions of the Government Accounting Manual.

2. Supervise the printing of specialized accountable forms ensuring compliance with the specifications and security features requirements.

3. Coordinate with officials of the Accountable Forms Division in the conduct of the physical inventory.

4. Ensure that there shall be no sub-contracting of printing services pursuant to existing laws, rules and regulations.

5. Monitor and safeguard deliveries of printed accountable forms.

6. Account for all proofs, trial sheets, spoilage, trimmings, film and plates upon completion of work orders. Destroy the same upon prior authority from the Commissioner of Internal Revenue, by shredding or in such appropriate manner as may be determined by the Committee to be witnessed by the Auditor or his/her duly authorized representative. Prepare and submit a certificate of destruction thereof.

7. Submit reports to the Chief, Accountable Forms Division upon completion of the work order including accounting for the serial numbers of the printed accountable forms.

8. Control the printing machine, either by placing the necessary seal or lock whenever the plate is not removed from the machine or when it is not in actual operation. The seal, if any, must be signed by at least two (2) authorized officers of the BIR so that removal of which can be easily detected.

9. Count the actual quantity of printed materials before leaving the printing premises and upon reporting the following day.

10. The Committee shall ensure that the provisions of RA No. 10173 or the "Data Privacy Act of 2012", its Implementing Rules and Regulations, and all relevant issuances of the National Privacy Commission, shall be observed in the performance of their duties.

This Order supersedes all existing issuances inconsistent herewith and shall take effect immediately.

ROMEO D. LUMAGUI, JR.
Commissioner of Internal Revenue

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