REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

May 25, 2010

REVENUE MEMORANDUM ORDER NO. 47-2010

SUBJECT : Amendment to RMO No. 55-2000 defining the new composition of the **Committee to Supervise the Printing of Specialized Accountable Forms**

TO : All Internal Revenue Officers, Employees and Others Concerned

---

In view of the splitting of the Financial and Administrative Service into Financial Service and Administrative Service pursuant to the BIR Rationalization Plan as submitted to the Department of Budget and Management, the Committee to Supervise the Printing of Specialized Accountable Forms is hereby reconstituted as follows:

Chairman	-	Assistant Commissioner Administrative Service or his/her authorized representative
Co-Chairman	-	Assistant Commissioner Financial Service or his/her authorized representative
Vice-Chairman	-	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
Member	-	One representative from the printer
Witness	-	Resident COA Auditor or his/her authorized representative

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

Said Committee shall discharge the following functions:

1. Observe the procedures in the printing of accountable forms as set forth under COA Circular No. 76-35 dated July 6, 1976 and other pertinent provisions of the Government Accounting and Auditing 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. Monitor and safeguard deliveries of printed accountable forms.

5. 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.

6. Submit weekly reports on the progress of the printing and a final report to the Commissioner of Internal Revenue upon completion of the work order including accounting for the serial numbers of the printed accountable forms.

7. 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 operations;

This order shall take effect immediately.

(Original Signed)
JOEL L. TAN-TORRES
Commissioner of Internal Revenue