

January 24, 2002

**REVENUE MEMORANDUM ORDER NO. 3-2002**

**SUBJECT** : Amendment to RMO No. 27-2000 defining the new composition of the **Committee on Disposal of Accountable Forms in the National Office**

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

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In view of the approved Revenue Delegation Authority Order No. 7-2001 and in line with the streamlining of operations at the BIR pursuant to the provisions of Executive Order No. 175, the Committee on Disposal of Accountable Forms in the National Office is hereby reconstituted as follows:

Chairman	- Head Revenue Executive Assistant Financial & Administrative Service or his duly authorized representative
Member	- Chief, Accountable Forms Division or his duly authorized representative
Member	- Chief, Accounting Division or Chief, Revenue Accounting Division or his duly authorized representative
Witness	- One (1) representative from the Inspection Service
Witness	- Resident COA Auditor Bureau of Internal Revenue Or his duly authorized representative

**Said Committee shall discharge the following functions :**

- 1.** Appraise and conduct an inventory of all obsolete, damaged or cancelled accountable forms for disposal referred to by the Chief, Accountable Forms Division and by other Revenue Accountable Officers assigned in the National Office.
- 2.** Prepare and sign the inventory report and submit to Accountable Forms Division for the preparation of the memorandum requesting Authority to Dispose.
- 3.** Upon approval of the Authority to Dispose, the Committee shall proceed with the disposal of the obsolete, damaged or cancelled accountable forms in accordance with existing COA rules and regulations.
- 4.** The Committee shall prepare and submit a report and certificate of destruction to the Deputy Commissioner ( Resource Management Group) after completion of every destruction by burning or shredding of a particular items or bulk of accountable forms stated in the approved authority.
- 5.** The Committee shall convene and discharge its functions whenever the necessity therefore exists.

All other orders which are inconsistent herewith, are hereby superseded.

This order takes effect immediately.

(Original Signed)  
**RENÉ G. BAÑEZ**  
Commissioner of Internal Revenue