



Bringing In Revenues
for Nation-building

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

National Office Building
Quezon City

MAR 31 2026

REVENUE DELEGATION AUTHORITY ORDER NO. 018-2026

In view of the approved leave of **MR. LORDEL T. MONTECLARO, Director I, Bureau of Internal Revenue, Office of the Assistant Regional Director, Revenue Region No. 17 Caraga Region** from **April 25, 2026 to May 1, 2026**, and in order not to disrupt the operation of the **Office of the Assistant Regional Director**, as the exigencies of the service so require, the following documents shall be signed by **MS. EDNA E. MAKILING, Chief of the Assessment Division**:

1. Accreditation of Tax Agents/Tax Practitioners
2. Application to use loose leaf books of accounts
3. Regular reports from the Administrative and Human Resource Management Division and Finance Division
4. Daily Time Records/Application for Leave of Absences of personnel at the Office of the Regional and Assistant Regional Director
5. Requisitions and Issue Slip, Purchase Request, and other administrative documents
6. Disbursement Vouchers
7. Letter of Introduction (Direct Payments to the Account of the Creditor/Payee)

MS. EDNA E. MAKILING is also authorized to perform other act/s as are or may be necessary and indispensable in the speedy collection of internal revenue taxes.

This Order shall take effect on **April 25, 2026** and shall be automatically revoked upon the return of **MR. LORDEL T. MONTECLARO** for official duty.



Charlito Martin R. Mendoza
ATTY. CHARLITO MARTIN R. MENDOZA
Commissioner of Internal Revenue

