



Bringing In Revenues
For Nation-Building

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE



February 3, 2026

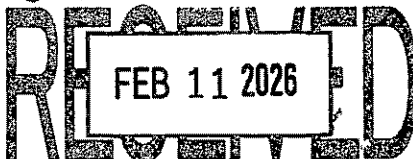
REVENUE DELEGATION AUTHORITY ORDER NO. **006-2026**

In view of the transfer of **MR. MIGUEL ANGELO D. ALFARO** as Revenue District Officer of Revenue District Office No. 23B, South Nueva Ecija, Revenue Region No. 4, and in order not to disrupt the operation of Regular Large Taxpayer Audit Division I (RLTAD I) of the Large Taxpayer Service, as the exigencies of the service so require, the following documents shall be signed by **MR. ROMEO S. EBDANE, JR.**, OIC-Assistant Chief, RLTAD I, Large Taxpayer Service:

1. Checklist of Requirements and First Notice of Presentation of Records and/or Documents;
2. Second and Final Notice for Presentation of Records and/or Documents;
3. Notice of Discrepancy (NOD);
4. Memorandum Report for Preliminary Assessment Notice (PAN), Final Letter of Demand (FLD) and Final Decision on Disputed Assessment (FDDA);
5. Memorandum of Assignment;
6. Referral Memoranda to concerned Sections Chiefs/Group Supervisors/Revenue Officers;
 - a. Request for inventory destruction;
 - b. Application for VAT Zero-Rating;
 - c. Application for Contractors Final Payment Release Certificate; and
 - d. Returned Dockets.
7. ONETT Computation Sheet;
8. Certificate of Deductibility of Goods Destroyed;
9. Certificate of Tax Liabilities;
10. Current Personnel Strength (CPS);
11. Summary Report of Attendance (SRA) and Daily Time Record (DTR);
12. Office Performance Commitment and Review (OPCR) and Individual Performance Commitment and Review (IPCR);
13. Matrix of Promotion and List of Promotable Employees;
14. Request for System Access; and
15. Other documents being issued and signed by Chief of Division in the ordinary course of its operations.

This Order shall take effect immediately and shall be automatically revoked upon the designation of the new Chief, RLTAD I.

BUREAU OF INTERNAL REVENUE
RECORDS MANAGEMENT DIVISION



BY: ADMIN UNIT - 1 TIME: 11:10 AM

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