

**List of Reportorial Requirements
Client Support Service**

REPORT NAME	REFERENCE ISSUANCE	DEADLINE OF SUBMISSION	OFFICE/PERSON RESPONSIBLE	MANNER OF SUBMISSION
TAXPAYER SERVICE PROGRAMS AND MONITORING DIVISION				
TAS Report No. 005 Quarterly Inventory of Forms (External Forms)	RMO No. 44-2003 RMO No. 84-1999 RMO No. 93-1998	On or before the 10th day of the month following the end of the quarter	Administrative Section or Client Support Section; Administrative and Human Resource Management Division of the concerned Revenue Region	hard copy and/or email (tspmd_tas@bir.gov.ph or ronald.gingaray@bir.gov.ph)
TAS Report No. 006 Annual Request for Forms Allocations	RMO No. 44-2003 OPM-TAS No. 2003-6-01 RMO No. 23-2000 RMO No. 84-1999	Not later than July 15 of every year	Administrative Section or Client Support Section	hard copy and/or email (tspmd_tas@bir.gov.ph or ronald.gingaray@bir.gov.ph)
Customer Satisfaction Feedback Reports	Annexes C to G of RMO No. 44-2020, as amended.	On or before the 20th day of the following month	Client Support Unit (CSU) Head	hard copy and/or email (tspmd_tas@bir.gov.ph)
Matrix of Actions Taken	Annex B of RMO No. 44-2020, as amended.	On or before the 5th day following the month of retrieval	Client Support Section	hard copy and/or email (tspmd_tas@bir.gov.ph)
Tax Compliance Verification Drive Reports	Annexes H to M of RMO No. 9-2006	On or before the 20th day of the following month	Revenue District Office (RDO) to CSU Head; CSU Head to TSPMD	hard copy and/or email (tspmd_tas@bir.gov.ph)
Consolidated Monthly Report on the Application for Accreditations Received	Annex B of RMC No. 49-2019	On or before the 15th of the following month	CSU Head/ Staff from Office of RD/ ARD	hard copy and/or email (tspmd_tas@bir.gov.ph)
Report on the Inventory of Applications for Registration of CAS, CBA and or its Components including ESS, Middleware and Other Similar Systems.	Annex H of RMO No. 9-2021	every 5th day of the month	Client Support Section	hard copy and/or email (tspmd_tas@bir.gov.ph)
List of Taxpayers Issued Acknowledgement Certificates	Annex I of RMO No. 9-2021	every 5th day of the month	Client Support Section	hard copy and/or email (tspmd_tas@bir.gov.ph)
List of Taxpayers Issued Notice/Letter of Denial	Annex J of RMO No. 9-2021	every 5th day of the month	Client Support Section	hard copy and/or email (tspmd_tas@bir.gov.ph)
Processing of Taxpayer's Registration Report	Annex A of OM No. 81-2021	On or before the 15th day of the following month	Client Support Section	hard copy and/or email (tspmd_tas@bir.gov.ph)
Inactive Taxpayers Report	Annex C and D of RMO No. 18-2017	on or before the 10th day of the following month	Client Support Section	hard copy and/or email (tspmd_tas@bir.gov.ph)
TAS Report #007 Report on Registration By "Taxpayer Type"	RMO 2-2014 Annex 'A' of RMO No. 11-2004; RMO No. 44-2003	on or before the 10th day of the following month	RDO to TSPMD	email: tspmd_tas@bir.gov.ph
Status Report on Multiple and Identical TINs (Individual/ Non Individual)	RMO 11-2000; RMO No. 44-2003	on or before the 25th day of the following month	DWSOD to TSPMD	email: tspmd_tas@bir.gov.ph
PUBLIC INFORMATION AND EDUCATION DIVISION				
eLounge Utilization Report	RMO 33-2021	10th day of the month following the end of each quarter	Client Support Section	hard copy or email ana.marie.du@bir.gov.ph/ marlon.siva@bir.gov.ph
Tax Filing Centers	OG-CSS Memorandum	On or before the last working day of February	RDO	email at ana.marie.du@bir.gov.ph/ jennifer.butawan@bir.gov.ph

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INTERNAL COMMUNICATIONS DIVISION				
Consolidated Taxpayer Awareness Program (TAP) Accomplishment Report (Annex B2), together with the following attachments:	Revenue Memorandum Order No. 24-2020, as amended by RMO No. 31-2020 and RMO No. 20-2021	On or before July 20 (for 1st Semester TAP Report)/ January 20 (for TAP Annual Report)	Regional Director (thru CSU Head) - Annex B2, together with validated and signed Annex A and Annex B1 of RDOs - for submission to Chief, Internal Communications Division	email to: corp_com@bir.gov.ph and rowena.altura@bir.gov.ph
i) RDO's TAP Accomplishment Report (Annex B1)		On or before July 10 (for 1st Semester TAP Report)/ January 10 (for TAP Annual Report)	Revenue District Officer (thru CSS Chief) - Annex A and Annex B1 - for submission to Regional Director (thru CSU Head)	Signed hard copy and soft copy of Annex A and Annex B1
ii) RDO's Report on Number of Information Materials Distributed (Annex A)				

