



## PROVISIONS FOR SERVICES ON RESEARCH AND INFORMATION DISSEMINATION

**Availability of Service:**

Monday – Friday from 8:00 AM – 5:00 PM

**Who May Avail of the Service:**

National Government Agencies (NGAs), Department of Finance (DOF), Congress, State Universities and Colleges (SUCs), other government agencies and instrumentalities, students, research institutions, and the private sector.

**Classification :** Highly Technical

**Type of Transaction :** G2G - Government-to-Government ; G2C - Government-to-Citizens

**Required documents:**

a.) Letter Request for a copy of the NTRC Tax Research Journal

**How to Avail of the Service:**

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION OF ACTIVITY	DIVISION / PERSON-IN-CHARGE	FEES	FORM/ DOCUMENT
1	Undertaken in compliance with the approved annual work program of the technical branch.	Prepares/drafts tax research study.	Within 22 working days	Technical Branch	None	Draft tax research study
2		Receives draft tax research study from technical branch and records the same in the logbook.  Then submits the draft tax research study to the Office of the Deputy Executive Director (ODED) and Office of the Executive Director (OED)	7 minutes	Planning and Coordinating Branch (PCB)	None	
3		Reviews and integrates comments on the draft tax research study	Within 3 working days	Executive Director (ED) and Deputy Executive Director (DED)	None	
4		Receives the draft tax research study and forwards the same to the concerned Technical Branch for revision	5 Minutes	PCB	None	
5		Revises draft tax research study.	Within 7 working days	Technical Branch	None	
6		Receives revised tax research study and submits the same to the ED for consideration and approval.	2 minutes	PCB	None	Revised tax research study
7		Reviews/revises and/or approves tax research study.  If there are no further revision, the revised tax research study is prepared for final revision.	5 working days	OED/PCB/Technical Branch	None	
8		Receives signed and approved tax research study with written instruction (from the ED) to be publicized in the NTRC Tax Research Journal.  Files signed tax research study and provides a copy to the concerned technical branches.	15 minutes	PCB	None	Final and approved tax research study
9		Layout, reviews and/or revises the draft Tax Journal (including the selected tax research studies) and submits to the DED and ED for approval and consideration.	Within 7 Working days	PCB	None	Draft NTRC Tax Research Journal
10		Reviews/returns/revises and/or approves the Tax Journal.  If there are no further revisions, the Tax Journal is prepared for final revision.	Within 1 working day	DED and ED	None	Final and approved NTRC Tax Research Journal
11		Prints/reproduces/binds copies of Tax Journals	Within 5 working days	PCB	None	
12		Inspects/checks the printed copies of NTRC Tax Research Journal to ensure quality and completeness.  If there are no errors, the Tax Journals are then prepared for distribution.	Within 1 working day	PCB	None	
13		Distributes the Tax Journal to different National Government Agencies (NGAs); State Universities and Colleges (SUCs); and the private sectors.	Within 7 working days	AFB	None	
			Total : 58 days and 29 minutes			
END OF TRANSACTION						

Approved :

  
**MARLENE L. CALUBAG**  
 OIC - EXECUTIVE DIRECTOR



## PROVISIONS FOR SERVICES ON TECHNICAL ASSISTANCE IN THE ASSESSMENT OF TAX BILLS AND/OR TAX PROPOSALS

**Availability of Service:**

Monday – Friday from 8:00 AM – 5:00 PM

**Who May Avail of the Service:**

House of Representatives, Department of Finance (DOF), and other national government agencies.

**Classification :** Highly Technical

**Type of Transaction :** G2G - Government-to-Government

**Required documents:**

a.) Letter Request for comments on Tax Bills and other Tax Proposals

**How to Avail of the Service:**

STEP	APPLICANT/CLIENT	ACTIVITY	DURATION OF ACTIVITY	DIVISION / PERSON-IN-CHARGE	FEES	FORM/ DOCUMENT
1	Requests for comments on tax bills and tax proposals from Congress and DOF	Receives request for comments on tax bills/tax proposals	2 minutes	Planning and Coordinating Branch (PCB)	None	Letter request
2		Prepares assignment sheet and submits to the Office of the Executive Director (OED) for approval and signature.	2 minutes	PCB	None	Signed Assignment Sheet
3		Receives signed Assignment sheet from the OED and transmits the same to the concerned technical branch	12 minutes	PCB	None	
4		Prepares Comments on tax bill/tax proposal.	Within 5 working days	Technical Branch	None	Draft comments on tax bill/tax proposal
5		Receives draft comments on tax bills/tax proposal and checks attachments and records and the same in the logbook then submits the draft comments on tax bill/tax proposal to the Office of the Deputy Executive Director (ODED) and OED for review.	10 minutes	PCB	None	
6		Review draft comments on tax bill/tax proposal.	Within 2 working days	Executive Director (ED) and Deputy Executive Director (DED)	None	
7		Receives draft comments on tax bill/tax proposal and forwards the same to the concerned technical branch for revision.	5 minutes	PCB	None	
8		Receives draft comments on tax bill/tax proposal.	Within 4 working days	Technical Branch	None	
9		Receives revised comments on tax bill/tax proposal and submits to the ED for consideration and approval.	4 minutes	PCB	None	Revised comments on tax bill/tax proposal
10		Reviews/returns/revises and/or approves comments on tax bill/tax proposal. If there are no further revision, the revised comments on tax bills/tax proposals is prepared for final revision.	Within 2 working days	OED/PCB/Technical Branch	None	
11		Receives signed and approved comments on tax bill/tax proposal. Files copy of the signed and approved comments on tax bill/tax proposal and provides copy to the concerned technical branch.	15 minutes	PCB	None	
12		Prepares cover letter for the transmittal of the final copy of comments on tax bill/tax proposal and forwards the same to the OED for signature	15 minutes	PCB	None	Signed cover letter
13		Transmit/release signed cover letter and comments on tax bills/tax proposals to requesting clients.	Within 1 working day	PCB	None	Signed cover letter and comments on tax bill/tax proposals
			Total : 14 days, 1 hour and 5 minutes			

**END OF TRANSACTION**

Approved :

  
**MARLENE L. CALUBAG**  
 OIC - EXECUTIVE DIRECTOR