



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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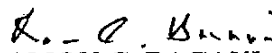
DepEd Memorandum
No. 135, s. 2002

To : All Regional Directors
Bureau/Center/Service Directors
All Others Concerned

Department of Finance Order No. 2-02 issued by the Department of Finance instructing all Government Agencies, Instrumentalities, Bureaus for the incorporation of Tax Identification Number (TIN) in all forms, permits licenses, clearances, official papers and documents which they will issue to persons transacting business with them

1. Attached is the Department of Finance Order No. 2-02 on the above subject matter.
2. Please take note of Item 2.4 which states as follows "as envisioned under EO No. 98, all government agencies, instrumentalities, bureaus, GOCCs, LGUs, registers of deeds, the BIR, the BOC, the BSP and the SEC shall provide a space for the Tax Identification Number (TIN) in all registration and transaction forms or documents and shall require all applicants for government permits, licenses and official papers to indicate their duly issued TIN thereon".

Please be guided accordingly.


RAMON C. BACANI
Undersecretary

c:/mydocuments/depedorder.incorporateTIN-tess-RCB-jul24

"Bawat Graduate, Bayani at Marangal"

Encl.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES
FORMS
PERMITS



DEPARTMENT OF FINANCE

Roxas Boulevard Corner Vito Cruz Street
Manila 1004

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DEPARTMENT OF FINANCE
OFFICE OF THE SECRETARY

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By: *Handwritten: L. V. RAM* Time: *Handwritten: 3:58 Pm.*

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DEPARTMENT ORDER NO. 2 -02

March 5, 2002

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TO: ALL GOVERNMENT AGENCIES, INSTRUMENTALITIES, BUREAUS, GOVERNMENT OWNED AND CONTROLLED CORPORATIONS, LOCAL GOVERNMENT UNITS, SECURITIES AND EXCHANGE COMMISSION, THE BANGKO SENTRAL NG PILIPINAS, BUREAU OF INTERNAL REVENUE, BUREAU OF CUSTOMS, REGISTERS OF DEEDS

SUBJECT: Incorporation of the Tax Identification Number (TIN) in all forms, permits, licenses, clearances, official papers and documents which they will issue to persons transacting business with them

1.0. PURPOSE

This Order is issued to direct all government agencies, instrumentalities, bureaus, government owned or controlled corporations (GOCCs), local government units (LGUs), the Securities and Exchange Commission (SEC), the Bangko Sentral ng Pilipinas (BSP), the Bureau of Internal Revenue (BIR), the Bureau of Customs (BOC), all Registers of Deeds to comply with Executive Order (EO) No. 98 as implemented by Revenue Regulations No. 11-99.

2.0. POLICIES

- 2.1. EO No. 98 mandates that all government agencies and instrumentalities, including all GOCCs and LGUs, shall incorporate the TIN in all forms, permits, licenses, clearances, official papers and documents which they issue to persons transacting business with them to enhance tax monitoring.
- 2.2 Pursuant to this mandate, Revenue Regulations No. 11-99 was issued directing government agencies and instrumentalities, GOCCs and LGUs to provide a space for the TIN in all government forms for permits, licenses, clearances and other

official papers or documents. In the said Regulations government offices are given a period of six months counted from the effectivity date of the Regulations within which to put in place the system requirement for TIN.

- 2.3. To ensure compliance with the Regulations, violations of the provisions thereof are subjected to fines and penalties.
- 2.4. As part of this Department's efforts to strengthen the fiscal position of the government and to enhance tax monitoring as envisioned under EO No. 98, all government agencies, instrumentalities, bureaus, GOCCs, LGUs, registers of deeds, the BIR, the BOC, the BSP and the SEC shall provide a space for the TIN in all registration and transaction forms or documents and shall require all applicants for government permits, licenses and official papers to indicate their duly issued TIN thereon.]

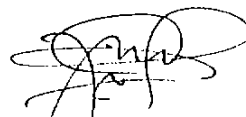
3.0. RESPONSIBILITY AND SANCTIONS

It has come to our attention that some government agencies and instrumentalities have yet to comply with the provisions of the Regulations. Now, therefore, all heads of government agencies, instrumentalities, bureaus, GOCCs, LGUs, registers of deeds, the BIR, the BOC, the BSP and the SEC are hereby directed to strictly comply with Revenue Regulations No. 11-99.

Failure to comply with the said Regulations shall subject the responsible officials and/or employees to appropriate sanctions as provided therein.

4.0. EFFECTIVITY

This Order shall take effect immediately.



JOSE ISIDRO N. CAMACHO

Secretary

JINC 0246, DOF/0001