



Boy Scouts of the Philippines

National Office

181 Natividad Almeda-Lopez St., Ermita, 1000 Manila, Philippines

P.O. Box 1378, Manila CPO, Philippines

E-mail: bsp@scouts.org.ph

Website: www.scouts.org.ph

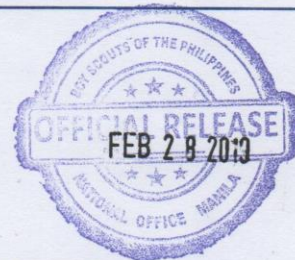
Tels. (632) 528-05-55 * (632) 527-2318 to 19 * Telefax (632) 528-05-77

28 February 2019

NATIONAL OFFICE MEMORANDUM

No. 21

s. 2019



TO : **ALL REGIONAL SCOUT DIRECTORS, COUNCIL SCOUT EXECUTIVES, AND OFFICERS-IN-CHARGE**

SUBJECT : **PRINTING OF LOCAL COUNCIL OFFICIAL RECEIPTS (ORs)**

In compliance with Memorandum Circular No. 180, s. 2009 of the Office of the President, re: ***Affirming the Printing Jurisdiction of the National Printing Office (NPO)***, the Boy Scouts of the Philippines (BSP) has engaged the NPO as its official printing service provider since 2012 when the Supreme Court decided that BSP is a Government-Owned and/or Controlled Corporation (GOCC) subject to the audit jurisdiction of the Commission on Audit (COA).

Among the BSP accountable forms that were printed by the NPO are Official Receipts (ORs) of BSP-National Office and National Scout Shop (NSS), including the ORs of the Local Councils (LCs). This practice, however, is not in order and does not conform to responsible budgeting and accounting system as required by the Government Accounting Manual (GAM) and other pertinent directives of the Department of Budget and Management (DBM). To correct this, the LCs will have to process the procurement for the printing of their respective ORs.

For purposes of correcting and simplifying the process, the following guidelines in the printing of ORs of the LCs are hereby adopted immediately, viz:

Procedures to be accomplished by the Local Council

1. LC writes a letter to the National Printing Office (NPO) requesting for a quotation on its printing services addressed to the designated officials indicated below:

DIR. FRANCISCO V. VALES, JR.

DIRECTOR IV, NATIONAL PRINTING OFFICE

NPO ROAD corner EDSA DILIMAN QUEZON CITY

THRU: **Mr. Buenaventura Gonzales**

Acting Chief, Production Planning and Control Division (PCCD)

(NOTE: You may also contact Ms. Juliet of NPO thru Mobile No. 0917-837-6971 for more information and assistance, if necessary.)

2. Upon receipt of the quotation from the NPO, LC prepares a Purchase Request (PR) and Purchase Order (PO), approved by the approving authorities of the LC. Template and sample of duly accomplished PR and PO are attached herewith for your guide and reference.
3. LC deposits payment to the bank account of NPO through:

Account Name	:	National Printing Office – REV Fund
Account Number	:	1872-1004-46
Depository Bank	:	Landbank

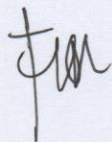
4. LC notifies the NPO that payment has already been made by sending the original copy of the deposit slip to the NPO so that an official receipt will be issued in favor of the LC as proof that payment has already been made and received. Send the said original deposit slip to the contact person and address below, viz:

DIR. FRANCISCO V. VALES, JR.
DIRECTOR IV, NATIONAL PRINTING OFFICE
NPO ROAD corner EDSA DILIMAN QUEZON CITY

THRU: **Mr. Buenaventura Gonzales**
Acting Chief, Production Planning Control Division (PCCD)

(NOTE: You may also contact Ms. Juliet of NPO thru Mobile No. 0917-837-6971 for more information and assistance, if necessary.)

5. LC writes a letter to the National Office requesting for the application for an Authority to Print (ATP) on behalf of the LC at the BIR Revenue District Office (RDO) where the National Office is duly registered. The following documents should be attached in the said letter of request, viz:
 - a. Photocopy of the official receipt issued by NPO as proof of payment made by the LC;
 - b. Photocopy of last issued ATP or Printer's Certificate of Delivery (PCD) or any booklet from the last printing of ORs if the LC's ORs have already been printed by the NPO in the past. If it is the first time for a LC to procure the printing services of the NPO, LC should submit the duly BIR-approved Certification of Registration (COR) per BIR Form No. 2303.
 - c. Clear sample layout of OR with corresponding Serial No. (i.e. pre-numbered based on the last OR number of the previous batch of printing) if the LC has already procured the printing services of the NPO in the past.



Procedures to be accomplished by the National Office

6. After securing the ATP from the BIR, the National Office will send the Original Copy of the ATP to the National Printing Office (NPO) as an authority of the NPO to proceed with the printing of the ORs.
7. Upon printing, the NPO facilitates with the BIR-RDO the first stamping of "BIR REGISTERED" of the first and last booklet of the printed ORs including the following documentary requirements, viz:
 - a. Authority to Print (ATP) – 3 copies;
 - b. Printer's Certificate of Delivery (PCD) of Receipts – 3 copies; and
 - c. Taxpayer-user Sworn Statement – 3 copies.
8. The NPO delivers the newly printed ORs to the National Office and the latter ensures that the agreed quantity, based on PR and PO, are properly complied with. Together with the newly printed ORs, the NPO transmits to the National Office the documentary requirements enumerated under Step No. 7 in, however, in 2 copies only because the first copy is already retained by the NPO.
9. The National Office ships the newly printed ORs to the LC together with the documentary requirements described in Step No. 8. The cost of shipping shall be billed by the National Office to the LC through a Statement of Account (SOA).

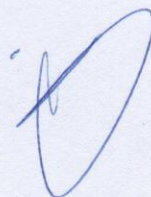
Procedures to be accomplished by the Local Council

10. Upon receipt of the newly printed ORs, the LC shall proceed to the nearest BIR office and bring the following documents:
 - a. Authority to Print (ATP) – 2 copies ;
 - b. Printer's Certificate of Delivery (PCD) of Receipts – 2 copies;
 - c. Taxpayer-user Sworn Statement – 2 copies; and
 - d. The first and last booklet of the newly printed ORs.

Proceed to the Taxpayer Service Section (TSS) of the local BIR office to officially register the newly printed ORs and have the aforementioned documents stamped again as "BIR REGISTERED". (*REMINDER: Before leaving the BIR office, check carefully if all of the aforementioned documents are properly stamped.*)

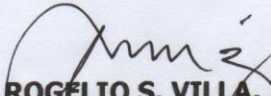
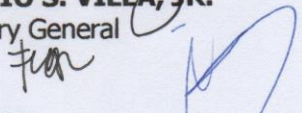
11. LC shall return to the National Office, through the Finance Division, the National Office's copy of the ATP, PCD and Taxpayer-user Sworn Statement. The last and remaining copy of the aforementioned documents must be properly and securely filed at the LC office so that these are readily available whenever BIR personnel or authorized representative conducts tax mapping.

This memorandum takes effect immediately.



Any or all other queries or concerns in the printing of LC ORs must be forwarded to the Accounting Office through **MS. DIANARA R. BAÑEZ** at **Tel. No. (02) 528-0571** or through email at bsp.finance1234@gmail.com.

For your information, guidance, and compliance.


ROGELIO S. VILLA, JR.
Secretary General


Enclosures:

- a. Template of Purchase Request (PR);
- b. Sample of duly accomplished Purchase Request (PR);
- c. Template of Purchase Order (PO); and
- d. Sample of duly accomplished Purchase Order (PO);
- e. Sample of Authority to Print (ATP);
- f. Sample of Printer's Certificate of Delivery (PCD);
- g. Sample of Taxpayer-user Sworn Statement; and
- h. Photocopy of standard LC OR.
- i. *Sequence Diagram in Printing the Official Receipts (ORs) of the Local Councils*

Cc: Office of the National President
National Office Divisions
All others concerned

FD.AD/JFCA.FBA.drb



Republic of the Philippines
BOY SCOUTS OF THE PHILIPPINES
(Name of Local Council)
(Local Council's Address)

BSP Admin Form No. 09-13

PURCHASE REQUEST		PR No.:	Date:	
Qty.	Unit	Item / Description	Unit Cost	Total Cost
GRANDTOTAL AMOUNT			P	
Purpose:				
Chargeable to:				
Requested by:		Availability of Funds:	Approved by :	
(Signature)		(Signature)	(Signature)	
(NAME)		(NAME)	(NAME)	
Council Scout Executive		Council Treasurer	Council Chairman	



Republic of the Philippines
BOY SCOUTS OF THE PHILIPPINES
 (Name of Local Council)
 (Local Council's Address)

BSP Admin Form No. 09-13

PURCHASE REQUEST		PR No.: Yr – Mo – serial	Date: '✓
Qty.	Unit	Item / Description	Total Cost
✓	✓	OFFICIAL RECEIPT TIN: _____ ✓ Specifications: size: 8.4"x 5.5", 1 color Print with RED Numbering, 4-copy per set (White-Original copy, Pink-Duplicate/Finance-N.O. Copy Yellow-Triplicate/Local Council copy, Blue-Quadruplicate/ Local COA copy)x 50 sets per booklet and with Individual Council Name, Serial Numbers, Registered address and BIR TIN numbers. MATERIAL: BOND PAPER - White (original copy) UNION SKIN (similar to bond paper)- pink (duplicate), yellow (triplicate), blue (quadruplicate). x - x - x - x - x nothing follows x - x - x - x - x - x	✓
GRANDTOTAL AMOUNT			P ✓
Purpose: '✓			
Chargeable to: '✓			
Requested by:		Availability of Funds:	Approved by :
(Signature)		(Signature)	(Signature)
(NAME)		(NAME)	(NAME)
Council Scout Executive		Council Treasurer	Council Chairman



Republic of the Philippines
BOY SCOUTS OF THE PHILIPPINES
 ISABELA COUNCIL

BSP Admin Form No. 09-13

Isabela National High School Compound, 3300 Ilagan City, Isabela

SAMPLE

PURCHASE REQUEST		PR No.: 19-01-001	Date: 01 Jan 2019	
Qty.	Unit	Item / Description	Unit Cost	Total Cost
300	Bkls	OFFICIAL RECEIPT TIN: 000-746-077-030 Specifications: size: 8.4"x 5.5", 1 color Print with RED Numbering, 4-copy per set (White-Original copy, Pink-Duplicate/Finance-N.O. Copy Yellow-Triplicate/Local Council copy, Blue-Quadruplicate/ Local COA copy)x 50 sets per booklet and with Individual Council Name, Serial Numbers, Registered address and BIR TIN numbers. MATERIAL: BOND PAPER - White (original copy) UNION SKIN (similar to bond paper)- pink (duplicate), yellow (triplicate), blue (quadruplicate). x - x - x - x - x nothing follows x - x - x - x - x - x	225.00	67,500.00
GRANDTOTAL AMOUNT			P	67,500.00
Purpose: To document receipts of payments and collections through the issuance of Official Receipt				
Chargeable to: 2019 Corporate Operating Budget of the Local Council – Accountable Forms Expenses				
Requested by:		Availability of Funds:	Approved by :	
(Signature)		(Signature)	(Signature)	
DERICO G. LAGUA		(NAME)	DR. CORAZON T. BARRIENTOS	
Council Scout Executive		Council Treasurer	Council Chairman	

BOY SCOUTS OF THE PHILIPPINES

(Name of Local Council

(Local Council's Business Address)

PURCHASE ORDER

Supplier :		P.O. No.:	:
Address :		Date	:
Tel/Fax :		Mode of Procurement	:
TIN :			

Gentlemen: Please Furnish this office the following articles subject to the terms and conditions contained herein;

Place of Delivery :		Delivery Term :	
Date of Delivery :		Payment Term :	

Item No.	Qty.	Unit	Description	Unit Cost	Amount

	Total Amount in Figures	Php	-
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Total Amount in Words	
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In case of failure to make the full delivery within the time specified above, a penalty of the (1/10) of one percent for every day of delay shall imposed.

Very Truly yours,

conforme: _____
Signature Over printed name of supplier

(name and signature)
Council Chairman

Date _____

Funds Available: _____	(name and signature) Council Treasurer
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BOY SCOUTS OF THE PHILIPPINES
ISABELA COUNCIL

Isabela National High School Compound, 3300 Ilagan City, Isabela

SAMPLE

PURCHASE ORDER

Supplier :	NATIONAL PRINTING OFFICE	P.O. No.:	: 18-10-343
Address :	Edsa cor., National Printing Office Rd. Diliman, Quezon City	Date	: October 11, 2018
Tel/Fax :	925-2184/925-2186/922-2189	Mode of Procurement	: Agency to Agency
TIN :	000-769-754-000 (NON-VAT)		

Gentlemen: Please Furnish this office the following articles subject to the terms and conditions contained herein;

Place of Delivery :	BSP-National Office, Ermita Manila	Delivery Term	: One (1) Time Delivery
Date of Delivery :	30 working Days after receipt of approved P.O.	Payment Term	: C.O.D.

Item No.	Qty.	Unit	Description	Unit Cost	Amount
1	300	blks	OFFICIAL RECEIPT FOR ISABELA COUNCIL OFFICIAL RECEIPT TIN NO: 000-746-077-030 Specifications: size: 8.4"x 5.5", 1 color Print with RED Numbering, 4-copy per set (White-Original copy, Pink-Duplicate/Finance-N.O. Copy Yellow-Triplicate/Local Council copy, Blue-Quadruplicate/Local COA copy)x 50 sets per booklet and with Individual Council Name, Serial Numbers, Registered address and BIR TIN numbers. <u>MATERIAL:</u> <u>BOND PAPER</u> - White (original copy) <u>UNION SKIN</u> (similar to bond paper)- pink (duplicate), yellow (triplicate), blue (quadruplicate). x - x - x - x - x nothing follows x - x - x - x - x - x - x	225.00	67,500.00

	Total Amount in Figures	Php	67,500.00
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Total Amount in Words	Sixty Seven Thousand Five Hundred Pesos Only
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In case of failure to make the full delivery within the time specified above, a penalty of the (1/10) of one percent for every day of delay shall imposed.

Very Truly yours,

conforme: (to be filled up by National Printing Office, just leave it blank)
Signature Over printed name of supplier

DR. CORAZON T. BARRIENTOS
Council Chairman

Date

Funds Available: (name and signature)
Council Treasurer



BOY SCOUTS OF THE PHILIPPINES

(Name of Local Council)

(Local Council's Business Address)

PURCHASE ORDER

Supplier :	NATIONAL PRINTING OFFICE	P.O. No.:	: ✓
Address :	Edsa cor., National Printing Office Rd. Diliman, Quezon City	Date	: ✓
Tel/Fax :	925-2184/925-2186/922-2189	Mode of Procurement	: Agency to Agency
TIN :	000-769-754-000 (NON-VAT)		

Gentlemen: Please Furnish this office the following articles subject to the terms and conditions contained herein;

Place of Delivery :	BSP-National Office, Ermita Manila	Delivery Term :	
Date of Delivery :	30 working Days after receipt of approved P.O.	Payment Term :	

Item No.	Qty.	Unit	Description	Unit Cost	Amount
✓	✓	✓	OFFICIAL RECEIPT TIN NO: _____ Specifications: size: 8.4"x 5.5", 1 color Print with RED Numbering, 4-copy per set (White-Original copy, Pink-Duplicate/Finance-N.O. Copy Yellow-Triplicate/Local Council copy, Blue-Quadruplicate/Local COA copy)x 50 sets per booklet and with Individual Council Name, Serial Numbers, Registered address and BIR TIN numbers. MATERIAL: <u>BOND PAPER</u> - White (original copy) <u>UNION SKIN</u> (similar to bond paper)- pink (duplicate), yellow (triplicate), blue (quadruplicate). x - x - x - x - x nothing follows x - x - x - x - x - x - x	✓	✓

	Total Amount in Figures	Php	-
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Total Amount in Words	✓
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In case of failure to make the full delivery within the time specified above, a penalty of the (1/10) of one percent for every day of delay shall imposed.

Very Truly yours,

conforme: _____
Signature Over printed name of supplier

(name and signature) ✓
Council Chairman

Date


Funds Available: _____ (name and signature) ✓
Council Treasurer

BIR
Form No. **1921**
Revised: March 2013

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS
REVENUE REGION NO. 006
REVENUE DISTRICT NO. 033

1AU00CN884757

AUTHORITY TO PRINT

TAXPAYER DETAILS							
TIN		NAME					
000-746-077-078		BOY SCOUTS OF THE PHILIPPINES					
BUSINESS/TRADE NAME							
BOY SCOUTS OF THE PHILIPPINES, MAYON (ALBAY)							
REGISTERED ADDRESS							
MAYON (ALBAY) COUNCIL WASHINGTON ST. GUILID LIGAO CITY							
PRINTER DETAILS							
TIN		NAME					
000-769-754-000		NATIONAL PRINTING OFFICE					
REGISTERED ADDRESS							
EDSA COR NIA NORTH SIDE ROAD DILIMAN QUEZON CITY							
DESCRIPTION OF RECEIPTS/INVOICES							
DESCRIPTION	TYPE	No. of Booklets		No. of Sets Per Booklet	No. of Copies Per Set	Serial Nos.	
		Loose	Bound			From	To
OFFICIAL RECEIPT	VAT 0	200	50	4		0007501	0017500
<div style="text-align: right;">2 NOV 2018</div> <div style="text-align: center;"></div>							
Date of ATP:		September 04, 2018					
Valid Until:		September 04, 2023					
Printer's Accreditation No.:		039MP20140000000010					
Date of Accreditation:		January 03, 2014					
Expiry Date:		January 03, 2019					
		VICENTE P. GAMAD, JR. REVENUE DISTRICT OFFICER of the Issuing Office (RDO)					
		TAXPAYER ASSISTANCE UNIT					
IMPORTANT: Please address any communication on this matter to _____ at telephone no(s). _____							
GERARDO C. UTANES Asst Revenue District Officer							

PRINTER'S CERTIFICATE OF DELIVERY OF RECEIPTS AND/OR INVOICE

I, **MS. MYRALYN P. SORIANO** Duly-Authorized Representative of **NATIONAL PRINTING OFFICE** Corporation duly registered and existing under the laws of the Philippines, with principal office at **EDSA COR. NIA NORTH SIDE ROAD DILIMAN, QUEZON CITY** hereafter referred as "the Printer", hereby certifies the following:

1. That **BOY SCOUTS OF THE PHILIPPINES** engaged my/our services to print his/its Receipts/Invoice, details of which are as follows:

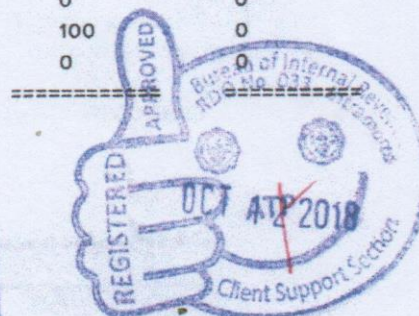
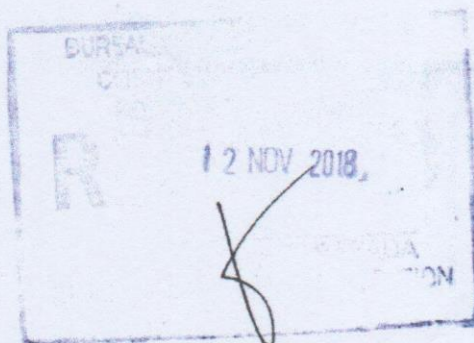
Required Data	Printer's Details	Taxpayer's Details
TIN	000-769-754-000	000-746-077-078
Name	NATIONAL PRINTING OFFICE	Boy Scouts of the Phils. - MAYON ALBAY
Registered Address	EDSA Cor. NPO Rd., Diliman, Quezon City	Mayon (albay) Council Washington St. Guilid Ligao city
Home RDO	039	033

(A) Category of Document ☐ Invoice ☒ Receipt ☐ Others (specify) _____

(B) Details of Receipts/Invoices covered by this delivery:

Doc Type	Kind of OR/Invoice	Category	ATP Number	No. of Booklets	No. of Sets Per Booklet	No. of Copies Per set	Inclusive Serial Numbers	Place where the Invoice /Receipts will be used
BOUND	OFFICIAL RECEIPT	VAT	1AU0001884757	200	50	4	0007501 - 0017500	Ligao City

(C)	Mode of delivery	: Partial Delivery	Full Delivery x
(D)	Size of Receipts/Invoice	: 5.5 x 8.5 x 4 ply	
(E)	Details of Delivery	: Bound	Looseleaf
	Total No. of Booklets/Looseleaf to be Printed	: 100	0
	Less: No. of Booklets/Looseleaf delivered	: 0	0
	Previous Delivery	: 0	0
	This/Current Delivery	: 100	0
	Outstanding Balance	: 0	



2. That upon issuance of the authority to print (ATP) by the BIR-RDO No. 033 dated September 4, 2018 under OCN/ATP no. 1AU0001884757 Aforesaid receipts and invoices were printed. Photocopy of aforementioned ATP is hereto attached.
3. That copies of the aforementioned receipts/invoices have been delivered to the above-named taxpayer;
4. That no other copies of aforementioned receipts/invoices have been printed or reproduced except the copies delivered to the taxpayer as mentioned in the preceding statement; and
5. That the "printer" shall not print or reproduce nor shall it permit its machines or facilities to be used to print or reproduce extra or additional copies of the receipts/invoices above-described.

This certification is issued to **BOY SCOUTS OF THE PHILIPPINES** in compliance with BIR Regulations No. **26-2003** And for all legal intents and purposes this may serve.

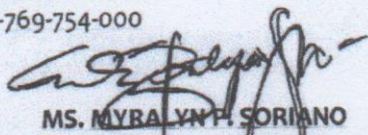
Done this 12th day of October at 2018. •

I declare under the penalties of perjury that this certificate has been made in good faith, verified by me, and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended.

Name of Printer
Address

TIN

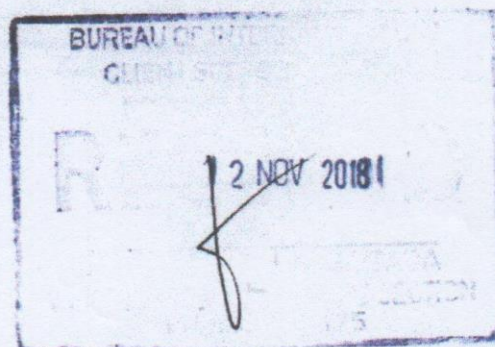
NATIONAL PRINTING OFFICE
EDSA COR. NIA NORTH SIDE ROAD DILIMAN,
QUEZON CITY
000-769-754-000

By: 
MS. MYRA YNP. SORIANO
Signature over Printed Name
Authorized Representative

Position: • **PPCD CHIEF**
TIN:



Note: The PCD shall cover receipts and invoices embodied in just one ATP.

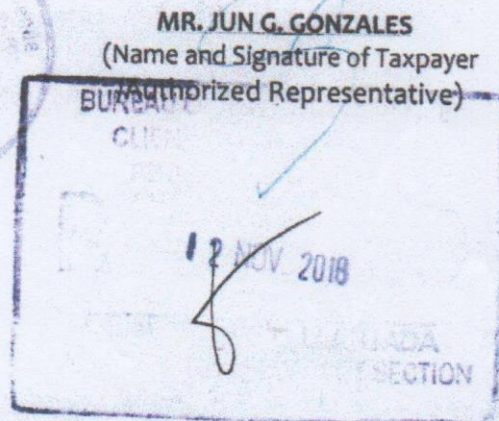
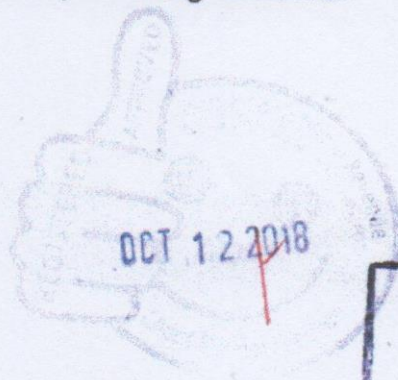


SWORN STATEMENT

I, **MR. JUN G. GONZALES**, FILIPINO, of legal age designated as **PPCD CHIEF** of **NATIONAL PRINTING OFFICE** with business address at **EDSA COR. NIA NORTH SIDE ROAD DILIMAN, QUEZON CITY** do hereby certify the following:

1. That **BOY SCOUTS OF THE PHILIPPINES – MAYON (ALBAY)** with business **Mayon (albay) Council Washington St. Guilid Ligao City** is a duly registered entity under the laws of the Philippines;
2. That, the receipts of sales/commercial invoices to be issued by the above-mentioned entity shall only come from the receipts or invoices covered by and reflected in the attached BIR-registered "Printer's Certificate of Delivery of Receipts and Invoices";
3. That, the above-mentioned entity shall not issue a receipt or sales/commercial invoice unless he has received his copy of the duly stamped "Registered" Printer's Certificate of Delivery of Receipts or Sales/Commercial Invoice;
4. That the aforementioned receipts or sales/commercial invoices are serially numbered and conformed to the requirements of Sections 237, 238, and 113 (for VAT Taxpayer) of the National Internal Revenue Code of 1997, as amended; and
5. That in case of violations of Section 237, 238, and 113 (for VAT-registered taxpayers) of the National Internal Revenue Code of 1997, the above-mentioned business would voluntarily pay or comply with the sanctions provided under existing laws, rules and regulations.

I declare, under the penalties of perjury, that the foregoing attestations are true and correct to the best of my knowledge and belief.



REPUBLIKA NG PILIPINAS

KAGAWARAN NG PANANALAPI KAWANIHAN NG TANTAS INTERNAL

REVENUE REG. NO. 002

REVENUE DISTRICT NO. 011

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BIR
Form No. **2303**
Revised July 1997

CERTIFICATE OF REGISTRATION

TIN **000-746-077-103**

NAME **BOY SCOUTS OF THE PHILIPPINES**

REGISTRATION DATE **05/29/2015**

REGISTERED ADDRESS **DAGUPAN CENTRO TABUK CITY
KALINGA 3800**

REGISTERED ACTIVITY(IES)

TAX TYPE

REGISTRATION FEE

TRADE NAME

**BOY SCOUT OF THE PHIL. - KALINGA
- APAYAO COUNCIL**

LINE OF BUSINESS / INDUSTRY **9199 ACTIVITIES OF OTHER MEMBERSHIP ORGANIZATIONS, N.E.C**

REMINDEERS:

FILING OF REQUIRED TAX RETURN/S TO CONFORM WITH THE ABOVE TAX TYPE/S WITH OR WITHOUT OPERATION TO AVOID PENALTIES

INCOME TAX		WITHHOLDING TAX - EXPANDED	
SINGLE PROPRIETOR	CORP/PART/ASSOC	1601E - 10 th day of the following month	1604E - Annual Information Return - March 01
1 st Qtr	1701Q	1 st Qtr	1702Q
2 nd Qtr	1702Q	2 nd Qtr	1703Q
3 rd Qtr	1703Q	3 rd Qtr	1704Q
1701	1702	1705	1706

VAT	PERCENTAGE TAX
2550M-20 th day of the following month	2551M - 20 th of the following month
2550Q-Every 25 th day after the close of each quarter	

WITHIN 30 DAYS FROM REGISTRATION DATE

THE FOLLOWING SHOULD BE ACCOMPLISHED

>BOOKS OF ACCOUNTS-RENEWAL EVERY

DECEMBER

>AUTHORITY TO PRINT RECEIPTS/INVOICES

RENEWAL OF ANNUAL REGISTRATION FEE ON

OR BEFORE JANUARY 31

IMMEDIATELY INFORM THIS DISTRICT OFFICE

IN CASE OF TRANSFER/CESSATION OF

REGISTRATION AND OTHER CONCERNS BY

FILING BIR FORM 1905



I HEREBY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED AS INDICATED ABOVE, UNDER THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE, AS AMENDED.

RENATO L. RUIZ

REVENUE DISTRICT OFFICER (Signature Over Printed Name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

SEQUENCE DIAGRAM IN PRINTING THE OFFICIAL RECEIPTS (ORS) OF THE LOCAL COUNCILS

LOCAL COUNCIL (LC)	NATIONAL PRINTING OFFICE (NPO)	BSP-NATIONAL OFFICE
<p>1. LC writes a letter to the National Printing Office (NPO) requesting for a quotation on its printing services addressed to the designated officials indicated below:</p> <p>DIR. FRANCISCO V. VALES, JR. DIRECTOR IV, NATIONAL PRINTING OFFICE NPO ROAD corner EDSA DILIMAN, QUEZON CITY</p> <p>THRU: Mr. Buenaventura Gonzales Acting Chief, Production Planning and Control Division (PCCD)</p> <p>(NOTE: You may also contact Ms. Juliet of NPO thru Mobile No. 0917-837-6971 for more information and assistance, if necessary.)</p>	<p>2. Upon receipt of the quotation from the NPO, LC prepares a Purchase Request (PR) and Purchase Order (PO), approved by the approving authorities of the LC.</p>	
<p>3. LC deposits payment to the bank account to NPO through:</p> <p>Account Name: National Printing Office - REV Fund Account Number: 1872-1004-46 Depository Bank: Landbank</p>		
<p>4. LC notifies the NPO that payment has already been made by sending the original copy of the deposit slip to the NPO so that official receipt will be issued in favor of the LC as proof that payment has already been made and received. Send the said original deposit slip to the contact person and address below, viz:</p> <p>DIR. FRANCISCO V. VALES, JR. DIRECTOR IV, NATIONAL PRINTING OFFICE NPO ROAD corner EDSA DILIMAN, QUEZON CITY</p> <p>THRU: Mr. Buenaventura Gonzales Acting Chief, Production Planning and Control Division (PCCD)</p> <p>(NOTE: You may also contact Ms. Juliet of NPO thru Mobile No. 0917-837-6971 for more information and assistance, if necessary.)</p>		

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<p>5. LC writes a letter to the National Office requesting for the application for an Authority to Print (ATP) on behalf of the LC at the BIR Revenue District Office (RDO) where the National Office is duly registered. The following documents should be attached in the said letter of request, viz:</p> <p>a. Photocopy of the official receipt issued by NPO as proof of payment made by the LC;</p> <p>b. Photocopy of last issued ATP or Printer's Certificate of Delivery (PCD) or any booklet from the last printing of ORs if the LC's ORs have already been printed by the NPO in the past. If it is the first time for a LC to procure the printing services of the NPO, LC should submit the duly BIR-approved Certificate of Registration (COR) per BIR Form No. 2303.</p> <p>c. Clear sample layout of OR with corresponding Serial No. (i.e. pre-numbered based on the last OR number of the previous batch of printing) if the LC has already procured the printing services of the NPO in the past.</p>		<p>6. After securing the ATP from the BIR, the National Office will send the Original copy of the ATP to the National Printing Office (NPO) as an authority of the NPO to proceed with the printing of the ORs.</p>
	<p>7. Upon printing, the NPO facilitates with the BIR-RDO the first stamping of "BIR-REGISTERED" of the first and last booklet of the printed ORs including the following documentary requirements, viz:</p> <p>a. Authority to Print (ATP) - 3 copies</p> <p>b. Printer's Certificate of Delivery (PCD) of Receipts - 3 copies</p> <p>c. Taxpayer-User Sworn Statement - 3</p>	
	<p>8. The NPO delivers the newly printed ORs to the National Office and the latter ensures that the agreed quantity, based on PR and PO, are properly complied with. Together with the newly printed ORs, the NPO transmits to the National Office the documentary requirements enumerated under Step No. 7 in, however, 2 copies only because the first copy is already retained by the NPO.</p>	<p>9. The National Office ships the newly printed ORs to the LC together with the documentary requirements described in Step No. 8. The cost of shipping shall be billed by the National Office to the LC through a Statement of Account (SOA).</p>
<p>10. Upon receipt of the newly printed ORs, the LC shall proceed to the nearest BIR office and bring the following documents:</p> <p>a. Authority to Print (ATP) - 2 copies</p> <p>b. Printer's Certificate of Delivery (PCD) of Receipts - 2 copies</p> <p>c. Taxpayer-User Sworn Statement - 2 copies</p> <p>d. The first and last booklet of the newly printed ORs</p>		

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<p>Proceed to the Taxpayer Service Section (TSS) of the local BIR office to officially register the newly printed ORs and have the aforementioned documents stamped again as "BIR REGISTERED". <i>(REMINDER: Before leaving the BIR office, check carefully if all of the aforementioned documents are properly stamped.)</i></p>		
<p>11. LC shall return to the National Office, through the Finance Division, the National Office's copy of the ATP, PCD, and Taxpayer-User Sworn Statement. The last and remaining copy of the aforementioned documents must be properly and securely filed at the LC office so that these are readily available whenever BIR personnel or authorized representative conducts tax mapping.</p>		