

REVENUE MEMORANDUM ORDER NO. 31-2001 issued November 29, 2001 prescribes the guidelines and procedures for the remote printing of report (list of A/R cases) and other related Accounts Receivable (A/R) correspondences from Makati Data Center (MDC) and Revenue Data Centers (RDCs) to the computerized Revenue District Offices.

The procedures specified in the Order shall be initially applied to MDC, and shall consequently be adopted by other RDCs as AR capability is rolled-out. The module which will generate the report (list of A/R cases) shall be included in MDC/RDCs weekly batch run every Saturday and A/R correspondence shall be included in the daily batch jobs.

The Systems Maintenance and Support Division (SMSD) of the Information Systems Development Service (ISDS) shall create a module that enables computerized RDOs to specifically print AR correspondence for AR cases within their jurisdiction only.

The Security Management Division (SMD) of the Information Planning and Quality Service (IPQS) shall issue regular access to the Chief and Assistant Chief - Collection Section of computerized RDOs to view/print the report and correspondences.