

REVENUE MEMORANDUM ORDER No. 37-98 issued April 30, 1998 prescribes the guidelines and procedures in the processing of BIR monthly collection reports of computerized Revenue District Offices (RDOs) and the comparative year-to-date collection report of all RDOs which are required by the Department of Finance every 12th day and 22nd day of the month, respectively. Specified in the Order, are the policies and procedures on the: i) data/report template preparation to be accomplished by the Information Systems Development Service and Information Systems Operations Service; ii) data consolidation, report preparation and report template distribution to be accomplished by the Revenue Accounting Division; and iii) report preparation and transmittal to be accomplished by the RDOs.