

REVENUE MEMORANDUM ORDER NO. 40-2000 issued September 25, 2000 prescribes the policies, guidelines and procedures on the processing of Taxpayers' Record Update (TRU) Phase II data for non-computerized Revenue District Offices (RDOs), which have to be completed on or before December 31, 2000. All data contained in the TRU Phase II Application Forms of registered taxpayers, within the jurisdiction of RDO, must be encoded in the TRU Data Entry Program. The Information Systems Operation Service (ISOS) will validate all the data encoded sent by the RDOs through the TRU Validation Program.

The RDO will be responsible in resolving all suspended records resulting after every validation and upload to the Integrated Tax System (ITS) database. The ISOS, on the other hand, will be responsible for the immediate updating of taxpayers' registration information to the ITS database based on the Registration Information Update Form/Update of Exemption of Employers and Employees Information Form (Form 1905/2305) submitted by non-computerized RDOs. The ISOS will also cancel and transfer taxpayer records from non-computerized RDOs to other non-computerized RDOs and from non-computerized RDOs to computerized RDOs.