

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS



OFFICE

**MSO200100000000**

**MISSION ORDER**

T O : Revenue Officer/s \_\_\_\_\_

THRU : Group Supervisor \_\_\_\_\_

Pursuant to the provisions of Section 6 (c) of the National Internal Revenue Code, you are hereby directed to conduct the following activities marked X below :

Name of Taxpayer : \_\_\_\_\_

- 1. To monitor sales and/or place of business establishment mentioned above under observation or surveillance for violation of bookkeeping rules and regulations, particularly on non-issuance of sales invoice or receipts.
- 2. To take an inventory on the number of active units of cash register/point-of-sale machines authorized to issue receipts in lieu of the regular sales invoices or receipts and check taxpayer's compliance with the provisions of Revenue Regulations (RR) No. 4-80, as amended by RR No. 10-99, governing the use of cash register and point-of-sale machines in lieu of registered sales invoices or receipts.
- 3. To apprehend violators of revenue laws and regulations governing the activities mentioned in the preceding paragraphs 1 and 2.
- 4. Others \_\_\_\_\_

Your duties must be carried out with utmost courtesy in recognition of the taxpayer's rights and within the tenets of good public office.

A report hereon must be submitted within \_\_\_\_\_ days after the end of the conduct of the above activity.

This Order covers the period from \_\_\_\_\_ to \_\_\_\_\_ and shall be effective unless specifically revoked.

Your strict compliance hereof is enjoined.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED OFFICER

\_\_\_\_\_  
Title / Position