



DEPARTMENT OF FINANCE

CITIZEN'S CHARTER

2022 (4TH Edition)



Foreword

The Department of Finance (Department) fully supports the objectives of Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

In view thereof, all relevant offices under its jurisdiction have worked together and crafted the 2022 Citizen's Charter 4TH Edition (Charter). This Charter will serve as a guide for all clients and stakeholders being served by the Department based on its mandate. The DOF Committee on Anti-Red Tape (CART) was also created under Department Order No. 019.2021 dated August 10, 2021 to take the lead in ensuring, monitoring, and reporting of DOF's compliance with the requirements of RA No. 11032, its IRR and subsequent issuances by the Authority.

This Charter is a testament of the Department's adherence to the policy of good governance, transparency, competitiveness, impartiality, and accountability in all government transactions and efficient delivery of government services.





I. Mandate:

Under Executive Orders 127, 127-A and 292, the Department of Finance is responsible for the following:

- Formulation, institutionalization and administration of fiscal policies in coordination with other concerned subdivisions, agencies and instrumentalities of the government;
- Generation and management of the financial resources of government;
- Supervision of the revenue operations of all local government units;
- Review, approval and management of all public sector debt, domestic or foreign; and
- Rationalization, privatization and public accountability of corporations and assets owned, controlled or acquired by the government.

II. Vision:

- A strong economy with stable prices and strong growth;
- A stable fiscal situation with adequate resources for government projects, infrastructure, education, health, and other basic services;
- A borrowing program that is able to avoid the crowding-out effect on the private sector, and minimizes costs;
- A public sector debt profile with long maturities and an optimum mix of currencies that minimizes the impact of currency movements;
- A strong economic growth with equity and productivity.

III. Mission:

Our economy must be one of the most dynamic and active in the world, globally competitive and onward looking. The DOF shall take the lead in providing a solid foundation for the achievement of this objective, by building a strong fiscal position, through the following:

- Formulation, institutionalization and administration of sound fiscal policies;
- Improvement of tax collection efficiency and non-tax revenue efforts;
- Mobilization of adequate resources at most advantageous terms to meet budgetary requirements;
- Sound management of public sector debt; and
- Initiation and implementation of structural reforms.



IV. Service Pledge:

We, the Officials and Employees of the Department of Finance, trusting in the Almighty God, profess our commitment to public service and as such we promise to:

- **P ROMOTE** diligent observance of the tenet that PUBLIC OFFICE IS A PUBLIC TRUST by serving our clients, the taxpaying public, with utmost responsibility, integrity and loyalty;
- **L EAD** modest lives appropriate to our status as civil servants and uphold public interest over and above personal interest;
- **E NGENDER** a culture of excellence, competence and professionalism among our workforce towards improved service delivery that will breed customer satisfaction;
- **D ETER** opportunities for red tape and graft and corruption by strictly observing compliance to service standards and providing COMPLAINT AND ASSISTANCE DESK that will immediately address the concerns of the transacting public;
- **G ENERATE** goodwill by providing prompt, courteous and responsive service to the public;
- **E XERCISE** prudence and observe transparency in all transactions by providing access to information in our policies, programs and services through the Citizen's Charter and the DOF Website (www.dof.gov.ph).

We commit to attend to all applicants or requesting parties who are within the premises of the agency concerned prior to the end of official working hours and during lunch break.



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c. Sec. 294(E) of the NIRC, as amended by Section 16 of R.A.	
11534 (CREATE Law)	381-383
Goods directly used by a registered export enterprise for their	001 000
registered project or activity	
d. Section 294 (D) and (E) of the NIRC, as amended by Section	
16 R.A. 11534 of (CREATE Law)	384-386
Spare parts by BOI registered firms	
2. Importation of Petroleum, Energy, Coal, and Renewable Energy F	irms
a. P.D. No. 87, Sec. 12(b)	
Machinery, equipment, spare parts, and all materials required for	387-389
Indigenous petroleum operations	
b. P.D. No. 972 Sec. 16 (b)	
Machinery, equipment, spare parts, and all materials required for coal	390-392
developers	
c. R.A. No. 9513, Sec. 15(b) and Sec. 21(a)	000 00-
Components, parts and materials for the manufacture and/or	393-395
fabrication of RE equipment and components	
3. Importation of Educational Institutions	
Sec. 4(3), Article 14 of the 1987 Philippine Constitution	396-399
Non-stock, non-profit educational institutions	
4. Importation of Asian Development Bank	
Agreement Between the Asian Development Bank and the	
Government of the Republic of the Philippines Regarding the	400 400
Headquarters of the Asian Development Bank, Secs. 34, 44 and 45	400-402
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Balik Scientist law	
6. Books, magazines, journal, review or bulletin or any such	
educational reading materials covered by the UNESCO Agreement	
including digital or electronic format thereof a. R.A. No. 10963, Sec. 109(R)	
Books, magazines, journal, review or bulletin or any such educational	426-428
reading materials covered by the UNESCO Agreement including digital	
or electronic format thereof	
b. R.A. No. 10863, Sec. 800(t) and R.A. No. 10963, Sec. 109(r)	
Economic, technical, vocational, scientific, philosophical, historical, and	429-431
cultural books, the Koran, Ahadith, and other religious books (Printed	
Books)	
c. R.A. No. 8047, Sec. 12	432-434
Books or raw materials to be used in book publishing	
d. Article 1(a) & (b) of the Florence Agreement Annexes (A-E)	
and R.A. No. 10963, Sec. 109(R)	435-437
Books, documents, educational, scientific, and cultural materials	
7. Importation of fertilizers, breeding stocks, and ingredients for	
making feeds, etc.	Г
a. R.A. No. 10963, Sec. 109(B)	
Fertilizers seeds, seedlings, and fingerlings; fish, prawn, livestock and	
poultry feeds, including ingredients, whether locally produced or	
imported, used in the manufacture of finished feeds (except specialty	438-440
feeds for race horses, fighting cocks, aquarium fish, zoo animals, and	
other animals generally considered as pets)	
8. Importation of donated equipment, instruments, and materials	
to DOST	
a. R.A. No. 11035, Sec. 6(e)	444 440
Donated equipment, instruments, and materials to DOST	441-443
9. Importation under CREATE	
a. R.A. No. 11534, Sec. 109(BB)(i),(ii),(iii), as amended by	
Section 12	
Capital equipment, its spare parts and raw materials, necessary for	
production of personal protective equipment components, all drugs,	
vaccines and medical devices specifically prescribed and directly used	444-446
for the treatment of COVID-19 prevention and drugs for the treatment	
of COVID-19 approved by the FDA for use in clinical trials, including	
raw materials directly necessary for the production of such drugs	
10. Importation of Agriculture and Marine products	
a. Agreement establishing the Asean-Australia-New Zealand	
Free Trade (AANZFTA) and Section 109(a) of R.A. 10963	
Agricultural and marine food products in their original state livestock	447-449
and poultry; breeding stocks and genetic materials	-41 2



11. Importation of Relief Consignment	
a. R.A. 10863, Section 121 Goods such as food, medicine, equipment and materials for shelter, donated or leased to government institutions and accredited private entities for free distribution or use of victims of calamities.	450-452
12. Authority to pay duties and taxes on exempt goods including Vehicles	
a. R.A. 10963, Sec. 107(B) and 131(A) of the NIRC, as amended by Sec. 800 par. 1 of the CMTA Authority to pay duties and taxes on exempt goods including vehicles	453-455
13. Importation of COVID-19 Vaccines	
a. R.A. 11525, Sec. 11 COVID-19 Vaccines	456-458



Corporate Affairs Group Corporate Operations Office (CAG - COO)

External Services



1. Issuance of Comments on GOCC Requests for Tax Subsidy

This covers the application of GOCCs for tax expenditure subsidy for approval by the Fiscal Incentives Review Board (FIRB).

Office or Division:	Corporate Affairs Group (CA	G) - Corno	orate Concerns/Or	perations Office		
Classification:	Highly Technical	Corporate Affairs Group (CAG) - Corporate Concerns/Operations Office				
Type of Transaction:	č ,					
Who may avail:	Government-Owned or -Controlled Corporations (GOCCs)					
	of Requirements		Where to Sec	•		
	essed to the Undersecretary					
of the CAG, signed by the head of the requesting GOCC or its duly designated officer, indicating the following:		GOCC				
of taxes and duti	ubsidy requirements by type es and amount					
approval and/or endors	oproving the request for sement from the DOF (duly s of the board approving the		GOCC			
Cash Flows: a. Remaining period for the current year, together with the underlying assumptions and calculations b. Next five (5) years, together with the underlying assumptions and calculations		GOCC				
Actual Financial Statements: a. COA-audited, three (3) – year historical b. Latest quarter of the current year (with quarterly breakdown)		GOCC				
Detailed schedule of applicable	importation purchases, if	GOCC				
last five (5) years to the		GOCC				
Tax expenditure subsid	y program		DBM/ FIRB			
Latest actual releases Other additional supporting documents that may be requested in the course of evaluation for clarification						
Client Steps	Agency Action	Fees to be paid	Processing time	Personnel Responsible		
1. GOCC to submit to the Assistant Secretary's Office, through the Central Records Management Division located at the	1.1. Receive and record the request/ documents from the GOCC and forward to the Office of the Assistant Secretary	None	1 hour	Administrative Aide II Assistant Secretary's Office		



prepare supporting computations. Draft Letter to the FIRB. Forward the draft documents for the review and endorsement of			Group
the Director and Assistant Secretary			
1.4. Review and affix signature on the final documents	None	4 working days	Director*** and Assistant Secretary Corporate Affairs Group
1.5. Transmit to FIRB	None	1 hour	Administrative Officer II Director's Office

^{*} A Financial Analyst may either be Financial Analyst II (permanent or outsourced), Financial Analyst III (permanent or outsourced), Financial Analyst IV, Planning Officer IV, Administrative Officer V, Project Evaluation Officer III, or Project Evaluation Officer III.

^{**} The equivalent position for Financial Analyst V may be Chief Administrative Officer, Chief Financial Management Specialist, or Financial Analyst IV (officer-in-charge)

^{***} A Director may either be Director III or Director IV



2. Issuance of Recommendation on GOCC Requests to Open/ Maintain an Account with Banks Other than Authorized Government Depository Banks

This refers to the evaluation of requests of GOCCs, including local water districts, to open/ maintain accounts with banks other than the authorized government depository banks (AGDBs) pursuant to DOF Circular No. 1-2015, as amended.

Office or Division:	Corporate Af Office	Corporate Affairs Group - Corporate Concerns/Operations Office			
Classification:	Highly Techn	ical			
Type of Transaction:	G2G - Gover	nment-to-Gov	ernment		
Who may avail:	Government-	Owned or -Co	ontrolled Corpo	orations (GOCCs)	
Checkli	st of Requirements		Wher	e to Secure	
Letter of request addressed to the Secretary of Finance, signed by the head of the requesting GOCC or its duly designated officer, indicating the following:				GOCC	
(proposed) bank ar conditions	g and maintaining an ac nd specific reasons for n	ot meeting the	е		
Board Resolution approvendersement from the DC board approving the same		GOCC			
Summary of daily collection reports for the last three months and latest average daily cash balance				GOCC	
Latest audited financial statements issued not more than 18 months at the time of the submission of the request				GOCC	
Certifications from the AGDBs that the products or services cannot be provided				GOCC	
Vicinity maps showing the (i) locations, (ii) distance between the requesting agency and the AGDBs; and, (iii) distance between the requesting agency and the (proposed) bank or independent report or certification from the Philippine National Police Provincial Office confirming the existence of the security risk, if applicable			n t e	GOCC	
Other additional supporting in the course of evaluation	•	be requested		GOCC	
Client Steps	Agency Action	Fees to be paid	Processing time per ARTA Law	Personnel Responsible	
Secretary's Office, through the Central	1.1. Receive and record the request/ documents from the GOCC and forward to the Office of the	None	1 hour	Administrative Aide II Assistant Secretary's Office	



Division located at the Ground Level of DOF Building, the original letter of request for depository and complete documentary requirements for evaluation.	Assistant Secretary			
	1.2. Assign to the concerned Director/Division the request document	None	7 hours	Assistant Secretary Corporate Affairs Group
	1.3. Check the completeness of documents and evaluate the merits of the request. Draft Memorandum for the Secretary and Letter to the GOCC. Forward the draft documents for the review and endorsement of the Director and Assistant Secretary	None	14 working days	Financial Analyst* and Financial Analyst V** Corporate Affairs Group
	1.4. Review and affix signature on the final documents and endorse to the Undersecretary	None	4 working days	Director*** and Assistant Secretary Corporate Affairs Group
	1.6. Review, approve, and affix signature in the documents for endorsement to the Secretary	None	1 working day	Undersecretary Corporate Affairs Group
	TOTAL:		20 working days	

^{*} A Financial Analyst may either be Financial Analyst II (permanent or outsourced), Financial Analyst III (permanent or outsourced), Financial Analyst IV, Planning Officer IV, Administrative Officer V, Project Evaluation Officer III, or Project Evaluation Officer III.

^{**} The equivalent position for Financial Analyst V may be Chief Administrative Officer, Chief Financial Management Specialist, or Financial Analyst IV (officer-in-charge)

^{***} A Director may either be Director III or Director IV



International Finance Group International Finance Operations Office (IFG - IFOO)

External Service



1. Provision of Technical Guidance on Foreign Funded Project

This process covers the: (a) requests for foreign funding through bilateral and multilateral loans/grants and technical assistance by implementing agencies to DOF, and (b) processing of queries from bilateral/multilateral partners and implementing agencies, where DOF serves as the Philippine Government agency mandated to transact with development partners related to mobilization of foreign financing.

Office or Division:	International Finance C	Operations Office (IFOO)		
Classification:	Highly Technical			
Type of	G2G- Government to G	Government		
Transaction:				
Who may avail:	a.) Implementing agencies with project feasibility studies completed			
	and NEDA approval secured			
	b.) Development Partner/ Donor / Funder of government program or			
	project			

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Formal request via letter, memo, invitation,	All documents and attachments will be
or email	emanating from the client

oremail	emanating from the client			
Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible
Submit a request letter, memorandum or invitation to IFG or Records Section.	1.1. Upon receiving the request from client or Records Section, encode the document in the tracking system and forward to the appropriate office	None	4 hours	Executive Assistant Office of the Undersecretary of the International Finance Group
	1.2. Review request and forward to appropriate team	None	4 hours	Director III or Director IV International Finance Operations Office
	1.3. Assign or conduct research, draft paper, and submit to the Director/OIC	None	14 days	Team Leader or Assigned Technical Staff (ranks vary) International Finance Operations Office
	1.4. Review the draft paper. Forward to the Assistant Secretary for clearance. Forward to the Undersecretary for approval.	None	2 days	Director III or Director IV International Finance Operations Office
	1.5. Issue clearance and/or endorsement	None	2 days	Executive Assistant Office of the Undersecretary

2. Client proceeds to the Records Section for the release or the document shall be sent to the client (if a government agency) or through e-mail if the request was	2.1. Release the approved paper	None	1 day	Records Section or IFOO Administrative Staff
made through said channel.				
Charinet.	TOTAL:		20 days	



International Finance Group International Finance Policy Office (IFG - IFPO)

External Service



1. Provision of Technical Guidance (Position, Comments, Inputs, Recommendation) on Finance-Related Concerns

Formulation of Philippine position, comments, inputs, recommendations: (i.e. Association of Southeast Asian Nations (ASEAN), ASEAN Plus Three (ASEAN+3), Asia-Pacific Economic Cooperation (APEC), ASEAN-Canada Free Trade Agreement (FTA), ASEAN-Australia-New Zealand FTA (AANZFTA), Philippines-Korea FTA, Philippines-Japan Economic Partnership Agreement (PJEPA), Regional Comprehensive Economic Partnership (RCEP), Financing for Climate Change Adaptation and Mitigation, Financing for Disaster Risk Reduction and Management, Asia-Europe Meeting (ASEM), United Nation (UN), Organisation for Economic Co-operation and Development (OECD), International Group of 24 (G-24), other International Financial Institutions (IFIs), Private and Government Sectors, etc.). This process covers analysis, research, liaising with other government agencies and international institutions, with the end product of a formal letter, memorandum or communication outlining the Department of Finance's or the Philippine Government's position, as applicable.

Office or Division: Classification:		International Finance Policy Office Highly Technical			
	G2G- Government to	Covernment			
Type of Transaction:					
Who may avail:	a.) Other countries wit	h which the P	hilippines has i	nternational	
-	relations with				
	b.) International Orgar	nizations and I	Forums that the	e Philippines is a	
	member of or affiliated	member of or affiliated with			
	c.) Local Public and P	rivate institutio	ons that the De	partment	
	coordinates with	l '			
		d.) Other Government Agencies, Offices, Bureaus, Commissions in			
	the Philippines				
CHECKLIST OF R	EQUIREMENTS	V	WHERE TO SE	CURE	
Formal request via lette	r, memo, invitation, or	All docume	nts and atta	chments will be	
email	emanating from the client				
Client Stone	Amanay Aatlan	Fees to be	Processing	Personnel	
Client Steps	Agency Action	Paid	Time	Responsible	
A Compley Transaction				-	

A. Complex Transactions

(May not usually require consultation agencies/stakeholders)

- Proposed Philippine positions on financial services and financial cooperation matters in bilateral and regional trade agreements, international/multilateral agreements, regional or international initiatives, programs, or cooperation mechanisms, and other fora.
- Provide inputs and requested actions by local and international partners on bilateral and regional or international cooperation matters.
- Prepare briefers, materials, inputs to speeches or statements, talking points and kits of the Finance Secretary, Undersecretaries, Assistant Secretaries and Directors, to be used in various meetings.

1. Submit request letter,	1.1. IFG receives	None	48 minutes	Executive
memorandum or	request from client,			Assistant
invitation to IFG or	Office of the			Office of the
Records Section.	Secretary, or Records			Undersecretary
. 1.0001.00 000.00	Section.			



Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible
	TOTAL:		10 working days	
2. Client proceeds to the Records Section for the release or the document shall be sent to the client (if a government agency) or through e-mail if the request was made through said channel.	2.1. Release the approved paper	None	1 working day	Records Section or Administrative Aide II
	1.7. Issue clearance and/or endorsement	None	1 working day	Executive Assistant Office of the Undersecretary
	1.6. Review the draft paper. Inform the Assistant Secretary. Forward to the Office of the Undersecretary for approval.	None	2 working days	Director III or Director IV International Finance Policy Office
	1.5. Assign or conduct research, draft paper, and submit to the Director/OIC	None	5 working days	Team Leader Team Leader or Assigned Technical Staff (ranks vary) International Finance Policy Office
	1.4. Review request and forward to appropriate team	None	4 hours	Director International Finance Policy Office
	1.3. Forward to appropriate office head	None	2 hours and 24 minutes	Executive Assistant Office of the Undersecretary
	1.2. Encode in document tracking system	None	48 minutes	Executive Assistant Office of the Undersecretary

B. Highly Technical Transaction

(Requires inputs/coordination and/or consultation with other agencies/stakeholders)

- Proposed Philippine positions on financial services and financial cooperation matters in bilateral and regional trade agreements, international/multilateral agreements, regional or international initiatives, programs, or cooperation mechanisms, and other fora.
- Request for a Special Authority which involves request and coordination with the implementing and other agencies as well as with development partners



- Prepare, defend and monitor the Department's budget submission under the International Commitments Fund for hostings and contributions to PH's memberships in international organizations or financial institutions.

 Organize trainings/capacity building initiatives to bridge the identified skills gap between
- IFG staff competencies vs office mandates.

•	ncies vs office mandates.		T	_
Submit request letter, memorandum or invitation to IFG or Records Section.	1.1. IFG receives request from client, Office of the Secretary, or Records Section.	None	48 minutes	Executive Assistant Office of the Undersecretary
	1.2. Encode in document tracking system	None	48 minutes	Executive Assistant Office of the Undersecretary
	1.3. Forward to appropriate office head	None	2 hours and 24 minutes	Executive Assistant Office of the Undersecretary
	1.4. Review request and forward to appropriate team	None	4 hours	Director International Finance Policy Office
	1.5. Assign or conduct research, draft paper, and submit to the Director/OIC	None	14 working days	Team Leader Team Leader or Assigned Technical Staff (ranks vary) International Finance Policy Office
	1.6. Review the draft paper. Inform the Assistant Secretary. Forward to the Office of the Undersecretary for approval.	None	2 working days	Director III or Director IV International Finance Policy Office
	1.7. Issue clearance and/or endorsement	None	2 working days	Executive Assistant Office of the Undersecretary
2. Client proceeds to the Records Section for the release or the document shall be sent to the client (if a government agency) or through e-mail if the request was made through said channel.	2.1. Release the approved paper	None	1 working day	Records Section or Administrative Aide II
	TOTAL:		20 working	
			days	



Policy Development and Management Services Group

Central Administration Office (PDMSG - CAO)

Internal and External Services



1. Issuance of Certified Copy and Photocopy of Current Records

As the official repository of all records of the Department, the CRMD safekeeps copies of all transactions prepared by and addressed among its personnel. As such, CRMD issues certified copy/photocopy of all official papers, records or documents existing in its files upon official request and for special type of records, needs prior approval of concerned office.

Office or Division:	Central Administration Office (CAO) - Central Records
	Management Division (CRMD)
Classification:	Simple
Type of Transaction:	G2C- Government-to-Citizen
	G2B- Government-to-Business
	G2G- Government-to-Government
Who may avail:	All

Checklist of Requirements	Where to Secure		
Written request or Duly accomplished Request Form	Requesting Party or CRMD Window		
One (1) valid government-issued Identification Card	BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG		

Client Steps	Agency Action	Fees to be paid	Processing time	Personnel Responsible
File request or duly accomplished Request Form in the Ground Floor, DOF Building	1.1. Receive and log request	None	3 minutes	Records Officer Central Records Management Division
2. Pay corresponding amount to the Cashier Window in the Ground Floor, DOF Building and present the Official Receipt to the Records Officer in the CRMD Window	2.1. Prepare corresponding Order of payment and issue to requestor (for external clients only)	P25.00/ page for certified copy/photo copy P5.00/ page for plain photocopy	3 minutes	Records Officer Central Records Management Division
	2.2. Retrieve the record/document being requested	None	2 minutes	Records Officer Central Records Management Division
	2.3 Photocopy/print the record/document and forward to Chief Administrative Officer	None	2 minutes	Records Officer Central Records Management Division
	2.4. Certify/sign the document	None	2 minutes	Chief Administrative Officer



				Central Records Management Division
3. Receive the requested record/document in the CRMD Window	3.1. Seal and issue to the requesting party.	None	3 minutes	Records Officer Central Records Management Division
		15 minutes		



2. Issuance of Certified Copy and Photocopy of Non-Current Records

As the official repository of all records of the Department, the CRMD safe keeps copies of all transactions prepared by and addressed among its personnel. As such, CRMD issues certified copy/photocopy of all official papers, records or documents existing in its files upon official request and for special type of records, needs prior approval of concerned office.

Office or Division:		Central Administration Office (CAO) - Central Records			
		Management Division (CRMD)			
Classification:		Simple			
Type of Transaction:	G2C- Government-to-0				
	G2B- Government-to-E				
	G2G- Government-to-	Government			
Who may avail:	All				
Checklist of F	Requirements	,	Where to Secu	ure	
Written request or Duly ac Form	ccomplished Request	Requesting Party or CRMD Window			
One (1) valid government Card	issued Identification	PAG-IBIG	ffice, DFA, PSA	A, SSS, GSIS,	
Client Steps	Agency Action	Fees to be paid	Processing time	Personnel Responsible	
File request or duly accomplished Request Form in the Ground Floor, DOF Building	1.1. Receive and file request	None	2 minutes	Records Officer Central Records Management Division	
2. Pay corresponding amount to the Cashier Window in the Ground Floor, DOF Building and present the Official Receipt to the Records Officer in the CRMD Window	2.1. Prepare corresponding Order of payment and issue to requestor (for external clients only)	P25.00/ page for certified copy/ photocopy P5.00/ page for plain photocopy	3 minutes	Records Officer Central Records Management Division	
	2.2. Retrieve the record/document being requested	None	6 hours	Records Officer Central Records Management Division	
	2.3. Photocopy the record/document, initial and forward to Chief Administrative Officer	None	3 minutes	Records Officer Central Records Management Division	



	2.4. Certify/sign the document	None	3 minutes	Chief Administrative Officer Central Records Management Division
3. Receive the requested record/document in the CRMD Window	3.1. Seal and issue to the requesting party.	None	3 minutes	Records Officer Central Records Management Division
TOTAL:			6 hours and 14 minutes	



3. Issuance of Travel Authority (Personal Travel)

Pursuant to Executive Order 459 series of 2005, all government officials and employees seeking authority to travel abroad for personal reasons shall seek approval from their respective heads of agencies, regardless of the length of their travel.

Office or Division:	Central Administration Office (CAO) – Human Resource Management and Development Division (HRMDD) – Performance Management			
Classification:	Simple			
Type of Transaction:	G2G- Government-to-Government			
Who may avail:	All concerned DOF person	onnel, burea	us and attache	d agencies
Checklist of F	Requirements	Where to Secure		
Request letter of the concerned official/employee recommended by Head of Office/Bureau/ Agency (1 original)		Requesting Party		
Application of Leave for the period covered duly approved by concerned authorities (2 originals) or duly approved Compensatory Time-Off (CTO) for a maximum of (5) consecutive days (1 original)		Requesting Party		
Clearance duly signed by the responsible official that the applicant has no pending administrative cases (1 original)		Requesting Party		
Clearance duly signed by the responsible official that the applicant has no unliquidated cash advance (1 original)		Requesting Party		
Sworn statement of the applicant, attested by the recommending official, stating the following: (1 original) a. Duration of travel, destination and purpose; b. The estimated cost of the trip; c. How the trip will be financed; d. If own account: o Income Tax Return of the applicant for the preceding tax year, (1 photocopy) and e. If on other person's account: o Income Tax Return of the person for the preceding tax year (1 photocopy)		Requesting Party		
Client Steps	Agency Action	Fees to	Processing	Personnel

Client Steps	Agency Action	Fees to be paid	Processing time	Personnel Responsible	
A. Bureau and Attached Agencies					
1. Submit letter request	1.1. Receive, barcode,	None	10 minutes		
together with the	scan and release			Administrative	
complete documentary	letter request together			Officer	
requirements to Window/	with the documentary			Central Records	
Receiving section of	requirements to the			Management Division	
CRMD	Office of the Secretary				



_		T	
1.2. Review, evaluate and release letter request together with the documentary requirements for Travel Authority to the office of the Undersecretary of Policy Development and Management Services Group (PDMSG)	None	1 hour	Administrative Officer/Executive Assistant Office of the Secretary
1.3. Review, barcode, scan and endorse letter request together with the documentary requirements to Human Resource Management and Development Division (HRMDD) for preparation of Travel Authority	None	30 minutes	Executive Assistant I Policy Development and Management Services Group
1.4. Receive the letter request for Travel Authority including all documentary requirements	None	5 minutes	Administrative Assistant II Human Resource Management and Development Division
1.5. Review and evaluate completeness of documentary requirements	None	20 minutes	Administrative Assistant II Human Resource Management and Development Division
1.6. Prepare the Travel Authority	None	20 minutes	Administrative Assistant II Human Resource Management and Development Division
1.7. Review and affix initial on Travel Authority	None	1 hour	Supervising Administrative Officer/ Chief Administrative Officer Human Resource Management and Development Division
1.8. Barcode and record initialed Travel Authority in logbook	None	10 minutes	Administrative Assistant II Human Resource



	and release to the office of Central Administration Office (CAO) Director for review and initial			Management and Development Division
	1.9. Review, evaluate and affix initial on Travel Authority of CAO Director	None	1 hour	Director IV Central Administration Office
	1.10. Record and release to the office of Assistant Secretary, Officer-in-Charge of Policy Development and Management Services Group (PDMSG) for affix initial	None	10 minutes	Administrative Officer Central Administration Office
	1.11 Review, evaluate and affix initial of PDMSG, Assistant Secretary, Officer-in- Charge*	None	3 hours	Assistant Secretary Policy Development and Management Services Group
	1.12. Record and release to the office of Undersecretary of Policy Development and Management Services Group (PDMSG) review and sign Travel Authority*	None	5 minutes	Legal Operations Officer Legal Affairs Office
	1.13. Review and sign Travel Authority	None	3 hours and 30 minutes	Undersecretary Policy Development and Management Services Group
	1.14. Record signed Travel Authority and release to Central Records Management Division (CRMD)	None	10 minutes	Administrative Aide Policy Development and Management Services Group
2. Concerned Personnel receive the requested Travel Authority	2.1. CRMD for release to concerned personnel/authorized representative	None	1 day	Administrative Aide Central Records Management Division
	TOTAL:		2 days, 3 hours and 30 minutes	



Client Steps	Agency Action	Fees to	Processing time	Personnel
B. DOF Officials and Em	INIOVAAS	be paid	time	Responsible
1. Submit letter request together with the complete documentary requirements to receiving section of PDMSG	1.1. Review, barcode, scan and endorse letter request together with the documentary requirements to Human Resource Management and Development Division (HRMDD) for preparation of Travel Authority	None	30 minutes	Executive Assistant I Policy Development and Management Services Group
	1.2. Receive the letter request for Travel Authority including all documentary requirements	None	5 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.3. Review and evaluate completeness of documentary requirements	None	20 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.4. Prepare the Travel Authority	None	20 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.5. Review and affix initial on Travel Authority	None	1 hour	Supervising Administrative Officer/ Chief Administrative Officer Human Resource Management and Development Division
	1.6. Barcode and record initialed Travel Authority in logbook and release to the office of Central Administration Office (CAO) Director for review and initial	None	10 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.7. Review and affix initial on Travel Authority of CAO Director	None	1 hour	Director IV Central Administration Office



	1.8. Record and release to the office of Assistant Secretary, Officer-in-Charge of Policy Development and Management Services Group (PDMSG) for affix initial	None	10 minutes	Administrative Officer Central Administration Office
	1.9. Record and release to the office of Undersecretary of Policy Development and Management Services Group (PDMSG) review and sign Travel Authority*	None	3 hours	Assistant Secretary Policy Development and Management Services Group
	1.10. Record and release to the office of Undersecretary of Policy Development and Management Services Group (PDMSG) review and sign Travel Authority*	None	5 minutes	Legal Operations Officer Legal Affairs Office
	1.11. Review and sign Travel Authority	None	3 hours and 30 minutes	Undersecretary Policy Development and Management Services Group
	1.12. Record signed Travel Authority and release to Central Records Management Division (CRMD)	None	10 minutes	Administrative Aide Policy Development and Management Services Group
2. Concerned Personnel receive the requested Travel Authority	2.1. CRMD for release to concerned personnel/authorized representative	None	1 day	Administrative Aide Central Records Management Division
	TOTAL:		2 days, 2 hours and 20 minutes	

^{*}As per Office Order 097.2021, beginning June 16, 2021, all documents routed for the PDMSG Undersecretary shall be routed first to the newly appointed PDMSG Assistant Secretary. This resulted in two (2) additional agency actions/steps and one (1) additional signatory



4. Issuance of Travel Authority and Endorsement to DFA/OP

The HRMDD is responsible for the preparation of the Travel Authority and Endorsement to be issued by the Department, authorizing personnel to attend foreign official commitments.

Office or Division:	Central Administration O		Human Resou	rce Management
Classification:	and Development Division Simple	n (HRMDD)		
	G2G- Government-to-Go	warnmant		
Type of Transaction:			d - + + b - d	Laganaiaa
Who may avail:	All concerned DOF person	onnei, bureau:		
Checklist of F		DOE / ! !	Where to Se	
Duly Accomplished Requ Form	uest for Travel Authority	DOF / Human Resource Management and Development Division - Scholarship and Official Travel		
Invitation		Inviting party	/	
Client Steps	Agency Action	Fees to be paid	Processin g time	Personnel Responsible
C. Bureau and Other A				
Submit Request for Travel Authority to HRMDD	1.1. Receive request and forward to Office of the Secretary	None	2 minutes	Administrative Assistant II Central Records Management Division
	1.2. Receive request, review for approval and release to PDMSG	None	2 minutes	Administrative Assistant II, Secretary Office of the Secretary
	1.3. Receive request, review and forward to CAO	None	2 minutes	Administrative Assistant II, Undersecretary Policy Development and Management Services Group
	1.4. Review request, review and forward to HRMDD	None	2 minutes	Administrative Assistant II, Director IV Central Administration Office
	1.5. Receive request	None	2 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.6. Check/evaluate completeness of required documents	None	2 minutes	Administrative Officer Human Resource Management and Development Division
	1.7. Prepare Travel Authority, Endorsement to DFA and OP (if needed)	None	10 minutes	Administrative Officer Human Resource Management and Development Division



	1.8. Review and affix initial	None	7 minutes	Administrative Officer V, Supervising Administrative Officer, Chief Administrative Officer Human Resource Management and Development Division
	1.9. Record initialed documents and release to CAO	None	5 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.10. Review and affix initial	None	5 minutes	Director IV Central Administration Office
	1.11. Record initialed documents and release to PDMSG	None	2 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.12. Review and affix initial*	None	5 minutes	Assistant Secretary Policy Development and Management Services Group
	1.13. Record initialed documents and release to PDMSG*	None	2 minutes	Administrative Assistant II Policy Development and Management Services Group
	1.14. Review and sign	None	5 minutes	Undersecretary Policy Development and Management Services Group
	1.15. Release Travel Authority to CRMD	None	2 minutes	Administrative Assistant II Human Resource Management and Development Division
2. Request CRMD counter for the copy of the Travel Authority	2.1. Give the copy of Travel Authority to requesting client	None	2 minutes	Administrative Assistant II Central Records Management Division
B. DOF Officials	TOTAL:		57 minutes	
1. Submit Request for Travel Authority to HRMDD	1.1. Receive request, review for approval and release to PDMSG	None	2 minutes	Administrative Assistant II, Secretary Office of the Secretary
	1.2. Receive request, review and forward to CAO	None	2 minutes	Administrative Assistant II, Undersecretary Policy Development



			and Management Services Group
1.3. Review request, review and forward to HRMDD	None	2 minutes	Administrative Assistant II, Director IV Central Administration Office
1.4. Receive request	None	2 minutes	Administrative Assistant II Human Resource Management and Development Division
1.5. Check/evaluate completeness of required documents	None	2 minutes	Administrative Officer Human Resource Management and Development Division
1.6. Prepare Travel Authority, Endorsement to DFA and OP (if needed)	None	10 minutes	Administrative Officer Human Resource Management and Development Division
1.7. Review and affix initial	None	7 minutes	Administrative Officer V, Supervising Administrative Officer, Chief Administrative Officer Human Resource Management and Development Division
1.8. Record initialed documents and release to CAO	None	5 minutes	Administrative Assistant II Human Resource Management and Development Division
1.9. Review and affix initial	None	5 minutes	Director IV Central Administration Office
1.10. Record initialed documents and release to PDMSG	None	2 minutes	Administrative Assistant II Human Resource Management and Development Division
1.11. Review and affix initial	None	5 minutes	Assistant Secretary Policy Development and Management Services Group
1.12. Record initialed documents and release to PDMSG	None	2 minutes	Administrative Assistant II Policy Development and Management



	1		<u> </u>	Services Group
				Services Group
	1.13. Review and sign	None	5 minutes	Undersecretary Policy Development and Management Services Group
	1.14. Release Travel Authority to CRMD	None	2 minutes	Administrative Assistant II Human Resource Management and Development Division
2. Request CRMD counter for the copy of the Travel Authority	2.1. Give the copy of Travel Authority to requesting client	None	2 minutes	Administrative Assistant II Central Records Management Division
	TOTAL:		55 minutes	
C. DOF Employees				
Submit Request for Travel Authority to HRMDD	1.1 Receive request, review and forward to CAO	None	2 minutes	Administrative Assistant II, Undersecretary Policy Development and Management Services Group
	1.1.1 Review request, review and forward to HRMDD	None	2 minutes	Administrative Assistant II, Director IV Central Administration Office
	1.1.2 Receive request	None	2 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.1.3 Check/evaluate completeness of required documents	None	2 minutes	Administrative Officer Human Resource Management and Development Division
	1.1.4 Prepare Travel Authority, Endorsement to DFA and OP (if needed)	None	10 minutes	Administrative Officer Human Resource Management and Development Division
	1.1.5 Review and affix initial	None	7 minutes	Administrative Officer V, Supervising Administrative Officer, Chief Administrative Officer Human Resource Management and Development Division
	1.1.6 Record initialed documents and release to CAO	None	5 minutes	Administrative Assistant II Human Resource



				Management and Development Division
	1.1.7 Review and affix initial	None	5 minutes	Director IV Central Administration Office
	1.1.8 Record initialed documents and release to PDMSG	None	2 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.1.9 Review and affix initial	None	5 minutes	Assistant Secretary Policy Development and Management Services Group
	1.1.10. Record initialed documents and release to PDMSG	None	2 minutes	Administrative Assistant II Policy Development and Management Services Group
	1.1.11 Review and sign	None	5 minutes	Undersecretary Policy Development and Management Services Group
	1.1.12 Release Travel Authority to CRMD	None	2 minutes	Administrative Assistant II Human Resource Management and Development Division
2. Request CRMD counter for the copy of the Travel Authority	2.1 Give the copy of Travel Authority to requesting client	None	2 minutes	Administrative Assistant II Central Records Management Division
	TOTAL:		53 minutes	

^{*}As per Office Order 097.2021, beginning June 16, 2021, all documents routed for the PDMSG Undersecretary shall be routed first to the newly appointed PDMSG Assistant Secretary. This resulted in two (2) additional agency actions/steps and one (1) additional signatory



Policy Development and Management Services Group

Central Financial Management Office (PDMSG - CFMO)

Internal and External Service



1. Issuance of Tax Certificate on Tax Deducted from Suppliers and Remitted to BIR

The CFMO - Accounting Division issues Tax Certificate on Tax Deducted from Suppliers and Remitted to BIR for government money payment (GMP/VAT) and expanded withholding tax (EWT) deducted on payments made to various suppliers/consultants/contractors and remitted to BIR supported by BIR Form 2307.

Office or Division:	Central Financial Manag	ement Offi	ce (CFMO) - A	ccounting
	Division			
Classification:	Simple			
Type of Transaction:	G2C- Government-to-Cit	G2C- Government-to-Citizen		
	G2B- Government-to-Bu	siness		
	G2G- Government-to-Go	vernment		
Who may avail:	Suppliers/Contractors/Consultants/Job Order employees			oloyees
Checklist of F	Requirements		Where to Se	cure
Duly accomplished Docu	ıment Request Slip	Accountii	ng Division	
Client Steps	Agency Action	Fees to	Processing	Personnel
Chefit Steps	Agency Action	be paid	time	Responsible
1. File/submit duly	1.1. Review	None	22 minutes	
accomplished	completeness of			
Document Request	information received in			
Slip in the	the Document Request			Accountant I Accounting
Disbursement and	Slip and accuracy of			Division
Remittance Section,	the tax withheld in the			
Accounting Division	Disbursement			
	Voucher.			
	1.2. Produce BIR Form	None	8 minutes	Accountant I/
	2307, and affix initials			Chief Accountant
	and signature thereon.			Accounting
0.0 0.0.5	0.4.1	N 1	2	Division
2. Receive BIR Forms	2.1. Issue signed BIR	None	3 minutes	
2307 and sign on the logbook of the	Form 2307 to the			Accountant I
Disbursement and	requesting person			Accounting
Remittance Section,				Division
Accounting Division				
	TOTAL:		33 minutes	



Policy Development and Management Services Group

Central Management Information Office (PDMSG - CMIO)

Internal Service



1. Preventive Maintenance

To ensure availability and performance of ICT assets in its functional state, maintenance of the following ICT assets at regular time intervals shall be in placed:

- **Data Center Facilities** such as power generator sets, cooling systems, enclosures, electrical systems, structured cabling systems, surveillance systems, uninterruptible power supplies, fire suppressions, and security equipment;
- Data Center Equipment whether onsite (data center) or off-site (disaster recovery site), such as physical servers, storage devices, and network appliances (firewalls, switches, hubs, bridges, routers, access points);
- Computing Devices such as desktop and laptop computers;
- **Computing Peripherals** such as printers, scanners, barcode devices, and personal communication devices;
- Facilities Equipment and Special Devices such as video conferencing equipment, PABX equipment, smart televisions, projectors, bulletin boards, access security system, biometric devices, and digital clocks.

	10 (111		(01410)	
Office or Division:	Central Management Ir	ntormation Office	e (CMIO)	
Classification:	Highly Technical			
Type of Transaction:	G2G- Government-to-G	Sovernment		
Who may avail:	DOF Employees, guest	ts and contracto	ors	
Checklist of	Requirements		Where to Secu	ıre
Duly accomplished for	rm as approved by the		CMIO	
supe	ervisor			
DOF issued ID	for identification		-	
Identification for DC	OF issued equipment			
Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
Preventive Maintenan	ce: Low Complexity			
There is no Client Step required since this is a scheduled and planned activity of CMIO.	1.1. Create, develop, or update documented schedule/plan of activities. Prepare document forms such as the following: Inventory of equipment or any ICT related assets Checklist of task to be performed Required forms For task requiring client coordination,	None	24 hours	Level 3 Service Engineer



	,		1	
	prepare and disseminate memo regarding the approved scheduled/plann ed activities if necessary. 1.2. Perform necessary	None	38 hours	Level 1 Service
	task or activities according to procedure per required process.	None	(varies depending on the equipment)	Engineer Level 2 Service Engineer
	1.3. Encode/update recording and monitoring log sheet if necessary.	None	5 hours	Level 1 Service Engineer Level 2 Service Engineer
	1.4. Verify if necessary tasks and activities are done according to the schedule/plan or as the procedure stated.	None	5 hours	Level 2 Service Engineer Level 3 Service Engineer
	TOTAL:		72 Working Hours*	
Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
Preventive Maintenar	nce: Medium Complexity	•	111110	Responsible
Preventive Maintenar There is no Client	nce: Medium Complexity 1.1. Create, develop,			



	disseminate memo regarding the approved scheduled/plann ed activities if necessary. 1.2. Perform necessary task or activities according to procedure per required process.	None	96 hours (varies depending on the equipment	Level 1 Service Engineer Level 2 Service Engineer
			being maintained)	
	1.3. Encode/update recording and monitoring log sheet if necessary.	None	12 hours	Level 1 Service Engineer Level 2 Service Engineer
	1.4. Verify if necessary tasks and activities are done according to the schedule/plan or as the procedure stated.	None	12 hours	Level 2 Service Engineer Level 3 Service Engineer
	TOTAL:		168	Enginosi
	IUIAL.		100	
			Working Hours*	
Client Steps	Agency Action	Fees to be paid		Personnel Responsible
•	3 ,		Hours* Processing	
•	Agency Action nce: High Complexity Create, develop, or update documented schedule/plan of activities.		Hours* Processing	



				1
	epare and seminate			
	emo regarding			
	approved			
	neduled/plann activities if			
	cessary.	None	224 haura	Laval 4 Camilaa
	necessary	none	324 hours	Level 1 Service
task or ac			(varies	Engineer
	to procedure		depending	Level 2 Service
per requir	ed process.		on the	
			equipment	Engineer
			being PM)	
Encode/u	pdate	None	42 hours	Level 1 Service
recording	and			Engineer
monitorin	g log sheet if			
necessar	y.			Level 2 Service
	,			Engineer
Verify if n	ecessary	None	42 hours	Level 2 Service
tasks and	activities are			Engineer
done acco	ording to the			
	plan or as the			Level 3 Service
procedure	•			Engineer
1.	TOTAL:		480	
			Working	
			Hours*	

^{*} The service exceeds the prescribed rule (3-7-20) of working days due to its complexity and technicality which requires extensive assessment depending on the issue and concern raised.



2. Incident Management

Provide preventive and proactive service level support to ensure systematic hierarchical response to handle incident requests with the goal of restoring the service with minimal impact to end-users and the Department.

Office or Division:	Office or Division: Central Management Information Office (CMIO)			
Classification:	Simple, Complex and F			
Type of Transaction:	G2G- Government-to-G		•	
Who may avail:	DOF Employees, guest		ors	
	Checklist of Requirements		Where to Secure	
	rm as approved by the		CMIO	
	rvisor			
	for identification		-	
Identification for DC	F issued equipment			
Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
Incident Management				
1. Raise issue and	1.1. Encodes the	None	1 hour	Level 1 Service
concern through	issue/concern details			Engineer
different sources (e.g.	to the Helpdesk			
calls, emails, text	System.			
messages, walk-ins,	The following			
etc.)	procedure/s are done			
	in the background by			
	the Helpdesk System:			
	Get the timestamp of			
	the request; and			
	Generate a ticket			
	number.			
	1.2. Validates the	None	1 hour	Level 1 Service
	issue/concern of the			Engineer
	requestor and solves			
	the request by looking			
	for solution if any from			
	the knowledge-based			
	module in the			
	Helpdesk system.			
	Generate request form			
	for supervisor's			
	approval if necessary.			
	1.3.	None	3 hours	Level 1 Service
	a. If the issue/concern			Engineer
	is solved the		_	



			T	,
	issue/concern is			
	considered closed.			
	b. If the issue/concern			
	can't be solved by the			
	Level 1 Service			
	Engineer, the			
	issue/concern is			
	elevated to Level 2			
	Service Engineer.			
	The following			
	procedure/s are done			
	in the background by			
	the Helpdesk System:			
	 Ticket is moved to 			
	the Helpdesk Level			
	2 request pool; and			
	 Notify the Level 2 			
	engineers through			
	email.			
	Input additional			
	information to the			
	helpdesk by the person			
	responsible.			
	•			
	1.4. Solves the	None	3 hours	Level 1 Service
	issue/concern and update the IT Helpdesk			Engineer
	System.			
	TOTAL:		8 Working hours	
Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
Incident Management	: Medium Complexity	Para		
1. Raise issue and	1.1. Encodes the	None	1 hour	Level 1 Service
concern through	issue/concern details	-		Engineer
different sources (e.g.	to the Helpdesk			J
calls, emails, text	System.			
messages, walk-ins,				
etc.)	The following			
,	procedure/s are done			
	in the background by			
	the Helpdesk System:			I



T 2			 _
Get the timestamp of the request; and Generate a ticket number.			
1.2. Validates the issue/concern of the requestor and solves the request by looking for solution if any from the knowledge-based module in the Helpdesk system. Generate request form for supervisor's approval if necessary.	None	2 hours	Level 1 Service Engineer
 1.3. a. If the issue/concern is solved the issue/concern is considered closed. b. If the issue/concern can't be solved by the Level 1 Service Engineer, the issue/concern is elevated to Level 2 Service Engineer. The following procedure/s are done in the background by the Helpdesk System: • Ticket is moved to the Helpdesk Level 2 request pool; and • Notify the Level 2 engineers through email. Input additional information to the helpdesk by the person responsible. 	None	8 hours	Level 1 Service Engineer



	1.4. Get issue/concern from the Level 2 request pool.	None	20 hours	Level 2 Service Engineer
	1.5. a. If the issue/concern is solved the issue/concern is considered closed. b. If the issue/concern	None	24 hours	Level 2 Service Engineer
	can't be solved by the Level 2 Service Engineer, the issue/concern is elevated to Level 3 Service Engineer.			
	The following procedure/s are done in the background by the Helpdesk System: Ticket is moved to the Helpdesk Level 3 request pool; and Notify the Level 3			
	engineers through email Input additional			
	information to the helpdesk by the person responsible.			
	1.6. Solves the issue/concern and update the IT Helpdesk System.	None	1 hour	Level 2 Service Engineer
	TOTAL:		56 Working Hours	
Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
Incident Management				
1. Raise issue and concern through different sources (e.g. calls, emails, text	1.1. Encodes the issue/concern details to the Helpdesk System.	None	1 hour	Level 1 Service Engineer
messages, walk-ins, etc.)	The following procedure/s are done			



in the background by the Helpdesk System: Get the timestamp of the request; and Generate a ticket number. 1.2. Validates the issue/concern of the requestor and solves the request by looking for solution if any from the knowledge-based module in the Helpdesk system. Generate request form for supervisor's approval if necessary.	None	2 hours	Level 1 Service Engineer
 1.3. a. If the issue/concern is solved the issue/concern is considered closed. b. If the issue/concern can't be solved by the Level 1 Service Engineer, the issue/concern is elevated to Level 2 Service Engineer. The following procedure/s are done in the background by the Helpdesk System: Ticket is moved to the Helpdesk Level 2 request pool; and Notify the Level 2 engineers through email. Input additional information to the helpdesk by the person responsible. 	None	20 hours	Level 1 Service Engineer



1.4. Get issue/concern from the Level 2 request pool.	None	25 hours	Level 2 Service Engineer
1.5. a. If the issue/concern is solved the issue/concern is considered closed. b. If the issue/concern can't be solved by the Level 2 Service Engineer, the issue/concern is elevated to Level 3 Service Engineer. The following procedure/s are done in the background by the Helpdesk System: Ticket is moved to the Helpdesk Level 3 request pool; and Notify the Level 3 engineers through email	None	30 hours	Level 2 Service Engineer
Input additional information to the helpdesk by the person responsible.			
1.6. Get issue/concern from the Level 3 request pool.	None	1 hour	Level 3 Service Engineer
1.7. Solves the request of the requestor by: • Validation and identification of the issue; • Brainstorming and formulation of proposed solution; • Evaluation, selection and execution of the proposed solution;	None	40 hours	Level 3 Service Engineer



 Assessment of the provided solution; and Document the applied solution. 			
1.8. Solves the issue/concern and update the IT Helpdesk System.	None	1 hour	Level 3 Service Engineer
TOTAL:		120 Working Hours	



3. ICT Services Administration

Administration of the following ICT Services:

 Website, Email, User Account, Password, Application Systems, Database, Data Backup and Recovery, Network, Virtual Server, Bring Your Own Device, Remote Access, Internet and Proxy, PABX

Office or Division:	Central Management Ir	Central Management Information Office (CMIO)			
Classification:	Simple				
Type of Transaction:	G2G- Government-to-G	Sovernment			
Who may avail:	DOF Employees, guest	s and contracto	ors		
	Requirements		Where to Secu	ıre	
-	rm as approved by the		CMIO		
	ervisor				
	for identification		<u>-</u>		
Identification for DC	OF issued equipment	Face (a.b.)	D	Danasanal	
Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible	
	tration: Low Complexity		I	_	
1. Raise issue and concern through different sources (e.g. calls, emails, text messages, walk-ins, etc.)	1.1. Encodes the issue/concern details to the Helpdesk System. The following procedure/s are done in the background by the Helpdesk System: Get the timestamp of the request; and Generate a ticket number.	None	10 Minutes	Level 1 Service Engineer	
	1.2. Validates the issue/concern of the requestor and solves the request by looking for solution if any from the knowledge-based module in the Helpdesk system. Generate request form for supervisor's approval if necessary.	None	15 Minutes	Level 1 Service Engineer	
	1.3.a. If the issue/concern is solved the	None	30 Minutes	Level 1 Service Engineer	



				
	issue/concern is			
	considered closed.			
	b. If the issue/concern			
	can't be solved by the			
	Level 1 Service			
	Engineer, the			
	issue/concern is			
	elevated to Level 2			
	Service Engineer.			
	The following			
	procedure/s are done			
	in the background by			
	the Helpdesk System:			
	 Ticket is moved to 			
	the Helpdesk Level			
	2 request pool; and			
	 Notify the Level 2 			
	engineers through			
	email.			
	Input additional			
	information to the			
	helpdesk by the person			
	responsible.			
	•			
	1.4. Solves the	None	5 Minutes	Level 1 Service
	issue/concern and			Engineer
	update the IT Helpdesk System.			
	TOTAL:		1 Working hour	
			Houl	
Client Steps	Agency Action	Fees to be	Processing	Personnel
•		paid	Time	Responsible
	stration: Medium Comple		10 Min. 4	Lovol 4 Comins
1. Raise issue and	1.1. Encodes the issue/concern details	None	10 Minutes	Level 1 Service
concern through	to the Helpdesk			Engineer
different sources (e.g.	System.			
calls, emails, text				
messages, walk-ins, etc.)	The following			
G.(J.)	procedure/s are done			
	in the background by			
	the Helpdesk System:			



Get the timestamp of the request; and Generate a ticket number. 1.2. Validates the issue/concern of the requestor and solves the request by looking for solution if any from the knowledge-based module in the Helpdesk system. Generate request form for supervisor's approval if necessary.	None	15 Minutes	Level 1 Service Engineer
 1.3. a. If the issue/concern is solved the issue/concern is considered closed. b. If the issue/concern can't be solved by the Level 1 Service Engineer, the issue/concern is elevated to Level 2 Service Engineer. The following procedure/s are done in the background by the Helpdesk System: Ticket is moved to the Helpdesk Level 2 request pool; and Notify the Level 2 engineers through email. Input additional information to the helpdesk by the person responsible. 	None	30 Minutes	Level 1 Service Engineer



	1.4. Get issue/concern from the Level 2 request pool.	None	10 Minutes	Level 2 Service Engineer
	1.5. a. If the issue/concern is solved the issue/concern is considered closed. b. If the issue/concern can't be solved by the Level 2 Service Engineer, the issue/concern is elevated to Level 3 Service Engineer. The following procedure/s are done in the background by the Helpdesk System: • Ticket is moved to the Helpdesk Level 3 request pool; and • Notify the Level 3 engineers through email Input additional information to the helpdesk by the person	None	180 Minutes	Level 2 Service Engineer
	responsible.			
	1.6. Solves the issue/concern and update the IT Helpdesk System.	None	5 Minutes	Level 2 Service Engineer
	TOTAL:		4 Working Hours and 10 Working minutes	
Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
ICT Services Adminis	stration: High Complexit	•		
Raise issue and concern through different sources (e.g.	1.1. Encodes the issue/concern details to the Helpdesk System.	None	10 Minutes	Level 1 Service Engineer



		Ī	T	1
calls, emails, text messages, walk-ins, etc.)	The following procedure/s are done in the background by the Helpdesk System: Get the timestamp of the request; and Generate a ticket number.	N		
	1.2. Validates the issue/concern of the requestor and solves the request by looking for solution if any from the knowledge-based module in the Helpdesk system. Generate request form for supervisor's approval if necessary.	None	15 Minutes	Level 1 Service Engineer
	 1.3. a. If the issue/concern is solved the issue/concern is considered closed. b. If the issue/concern can't be solved by the Level 1 Service Engineer, the issue/concern is elevated to Level 2 Service Engineer. The following procedure/s are done in the background by the Helpdesk System: Ticket is moved to the Helpdesk Level 2 request pool; and Notify the Level 2 engineers through email. Input additional 	None	30 Minutes	Level 1 Service Engineer
	information to the			



10 Minutes	Level 2 Service Engineer
180 Minutes	Level 2 Service Engineer
10 Minutes	Level 3 Service Engineer
300 Minutes	Level 3 Service Engineer



execution of the proposed solution; • Assessment of the provided solution; and • Document the applied solution.			
1.8. Solves the issue/concern and update the IT Helpdesk System.	None	5 Minutes	Level 3 Service Engineer
TOTAL:		9 Working Hours and 30 Working minutes	



4. Systems Development

Modification of existing in-housed developed information systems. Excluding system request which requires new or additional modules, major changes to features and functionalities, and enhancements which necessitates the extensive process of systems development and analysis, creation or change in database structure, and systems testing.

Office or Division:	Central Management Ir	Central Management Information Office (CMIO)		
Classification:	Highly Technical			
Type of Transaction:	G2G- Government-to-Government			
Who may avail:	DOF Employees			
Checklist of	Requirements		Where to Secu	ıre
	orm as approved by the		CMIO	
supe	ervisor			
			-	
		Face to be	Duccesing	Daraannal
Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
Systems Developmen	nt: High Complexity			
1. Raise issue and concern through the following: (calls, emails, text messages, walk-ins, etc.) A functional business owner must first make a request in writing and send it to the IT Helpdesk via email to it_esdd@dof.gov.ph	1.1. All systems change requests shall undergo an approval process to be assessed and recommended by ESDD and signed by the Director of CMIO. The change request shall include: Date of request Incident report or functional modification desired Description and reason of the requested change The system(s) involved The functional business units affected Technical validation and impact analysis of the request Recommendation and Approval	None	60 Hours	Level 1 Service Engineer



1.2. Analysis will	None	750 Hours	Level 2 Service
include but is not	1,0110	700110010	Engineer
limited to:			g
 Develop 			
specification			
requirements			
 Determining impact 			
of change to all			
functional business			
units			
 Determining impact 			
to system			
performance			
Determining impact define analysis (if			
of integration (if			
applicable)			
 Plan for ensuring sustainability 			
Consider best			
practices			
 Technical design 			
and review based			
on approved			
requirements			
Communicate			
proposed change,			
implement, test and			
obtain written sign-			
off for the systems			
specification			
requirements	None	1400 Haura	Lovel 2 Comics
1.3. The code changes will be performed in the	None	1480 Hours	Level 2 Service
development			Engineer
environment and			
significant changes			
within the environment			
shall follow the			
guidelines established			
in the ESDD systems			
development lifecycle			
methodology which will			
include but not limited			
to:			
• Dovolon on			
Develop an implementation			
implementation			



				1
	project and task			
	plan			
	Identify build and			
	code validation activities			
	Coordinate with			
	Database and Network			
	Administrators			
	Develop and code			
	the user interface			
	and backend script			
	Perform code			
	backup and version			
	control plan from			
	Local to Git			
	Perform code test			
	restoration from Git			
	to different			
I	environments			
	(Local, QA and			
	Prod)			
•	Perform system			
	backup procedure			
	from Local to			
	Staging Server			
•	Develop version			
	and custom impact			
	controls			
	Perform unit and			
	system testing with			
	documented results	<u> </u>		
	The testing	None	750 Hours	Level 2 Service
	cialist will develop			Engineer
	est plan which will			
	used by the ctional business			Level 3 Service
				Engineer
I	user/s during the acceptance test.			
	cheduled UAT			
	vity shall be			
	formed to assess			
	evant business			
	cesses affected by			
·	change. Testing			
				Ť
1 0	II run in the UAT			
env	II run in the UAT			



·				,
	 Functionality testing 			
	 Assess impact on 			
	operations and			
	security			
	 Verify that only 			
	intended and			
	approved changes			
	were made			
	 Communicate 			
	testing results			
	and/or needed			
	modification to			
	responsible			
	Application			
	Developer			
	 Provide 			
	documented test			
	results			
	Provide written			
	sign-off	N.L.	00.11	1
	1.5. Documentation will	None	60 Hours	Level 1 Service
	be included but is not			Engineer
	limited to:			
	Change			Level 2 Service
	Change appointment of the control of the c			Engineer
	specification/requir ements			
	A			
	 Approved and accepted change 			
	specification/requir			
	ements			
	 Code changes 			
	documentation			
	End user			
	documentation			
	(when appropriate)			
	Information			
	Systems Document			
	Version Control			
	1.6. A notification email	None	60 Hours	Level 1 Service
	advisory by the	. 13.13	55 1 15415	Engineer
	Enterprise Systems			Liigiilooi
	Development Division			Level 2 Service
	(ESDD) to the			
	functional business			Engineer
	user/s, Database			
	Administrator, Network			
	Administrator and the			
	CMIO- Director on the			i l
				I



proposed publishing and launching of the newly updated information system. Included are the activities of the systems pre-roll out implementation such as: • migration plan from UAT to Prod activity • systems release schedule activity • systems sign-off copy • systems documentation (if applicable) • post-change review After the systems release, the ESDD will conduct a semi-annual post-change review and assessment to determine any necessary adjustments of the system.		
TOTAL:	3160 Working Hours (132 Working Days)*	

^{*} The service exceeds the prescribed rule (3-7-20) of working days due to its complexity and technicality which requires extensive assessment depending on the issue and concern raised.



5. ICT Equipment Management

Repairs and physical movement of computing of

Computing Devices and **Peripherals** such as Desktop and Laptop Computers, Printers, Scanners, Barcode Devices

Facilities Equipment and **Special Devices** such as Video Conferencing Equipment, PABX Equipment, Smart Televisions, Projectors, Access Security System, Biometric Devices

Office or Division	Control Managamant In	formation Offic	o (CMIO)	
Office or Division:	Central Management Information Office (CMIO)			
Classification:	Simple			
Type of Transaction:	G2G- Government-to-Government			
Who may avail:		DOF Employees, guests and contractors		
	Requirements		Where to Secu	ıre
•	rm as approved by the		CMIO	
	rvisor			
	for identification		-	
Identification for DC	F issued equipment		· - · ·	
Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
ICT Equipment Manag	gement: Low Complexity	у		
1. Raise issue and concern through different sources (e.g. calls, emails, text messages, walk-ins, etc.)	1.1. Encodes the issue/concern details to the Helpdesk System. The following procedure/s are done in the background by the Helpdesk System: Get the timestamp of the request; and Generate a ticket number. 1.2. Validates the issue/concern of the	None	10 Minutes 15 Minutes	Level 1 Service Engineer Level 1 Service Engineer
	requestor and solves the request by looking for solution if any from the knowledge-based module in the Helpdesk system. Generate request form for supervisor's approval if necessary.			Liigiiieei



	 1.3. a.If the issue/concern is solved the issue/concern is considered closed. b. If the issue/concern can't be solved by the Level 1 Service Engineer, the issue/concern is elevated to Level 2 Service Engineer. The following procedure/s are done in the background by the Helpdesk System: Ticket is moved to the Helpdesk Level 2 request pool; and Notify the Level 2 engineers through email. Input additional information to the helpdesk by the person responsible. 	None	30 Minutes	Level 1 Service Engineer
	1.4. Solves the issue/concern and update the IT Helpdesk System.	None	5 Minutes	Level 1 Service Engineer
	TOTAL:		1 Working hour	
			1.00	
Client Steps	Agency Action	Fees to be	Processing Time	Personnel Responsible
ICT Equipment Manage	gement: Medium Comple	paid exity	Time	veshousing
1. Raise issue and concern through different sources (e.g. calls, emails, text messages, walk-ins,	1.1. Encodes the issue/concern details to the Helpdesk System.	N/A	10 Minutes	Level 1 Service Engineer
etc.)	The following procedure/s are done			



 <u> </u>		<u> </u>	
in the background by the Helpdesk System: Get the timestamp of the request; and Generate a ticket number.			
1.2. Validates the issue/concern of the requestor and solves the request by looking for solution if any from the knowledge-based module in the Helpdesk system. Generate request form for supervisor's approval if necessary.	N/A	15 Minutes	Level 1 Service Engineer
1.3. a. If the issue/concern is solved the issue/concern is considered closed. b. If the issue/concern can't be solved by the Level 1 Service Engineer, the issue/concern is elevated to Level 2 Service Engineer. The following procedure/s are done in the background by the Helpdesk System: • Ticket is moved to the Helpdesk Level 2 request pool; and • Notify the Level 2 engineers through email. Input additional information to the helpdesk by the person responsible.	N/A	30 Minutes	Level 1 Service Engineer
responsible.			



	1.4. Get issue/concern from the Level 2 request pool.	N/A	10 Minutes	Level 2 Service Engineer
	1.5. If the issue/concern is solved the issue/concern is considered closed.	N/A	180 Minutes	Level 2 Service Engineer
	If the issue/concern can't be solved by the Level 2 Service Engineer, the issue/concern is elevated to Level 3 Service Engineer.			
	The following procedure/s are done in the background by the Helpdesk System: Ticket is moved to the Helpdesk Level 3 request pool; and Notify the Level 3 engineers through email			
	Input additional information to the helpdesk by the person responsible.			
	1.6. Solves the issue/concern and update the IT Helpdesk System.	N/A	5 Minutes	Level 2 Service Engineer
	TOTAL:		4 Working Hours and	
			10 Working minutes	
Client Steps	Agency Action	Fees to be	Processing	Personnel
	gement: High Complexit	paid	Time	Responsible
Raise issue and concern through different sources (e.g. calls, emails, text	1.1. Encodes the issue/concern details to the Helpdesk System.	N/A	10 Minutes	Level 1 Service Engineer



messages, walk-ins, etc.)	The following procedure/s are done in the background by the Helpdesk System: Get the timestamp of the request; and			
	Generate a ticket number.			
	1.2. Validates the issue/concern of the requestor and solves the request by looking for solution if any from the knowledge-based module in the Helpdesk system. Generate request form for supervisor's approval if necessary.	N/A	15 Minutes	Level 1 Service Engineer
	1.3. a. If the issue/concern is solved the issue/concern is considered closed. b. If the issue/concern can't be solved by the Level 1 Service Engineer, the issue/concern is elevated to Level 2 Service Engineer. The following procedure/s are done in the background by the Helpdesk System: • Ticket is moved to the Helpdesk Level 2 request pool; and • Notify the Level 2 engineers through email.	N/A	30 Minutes	Level 1 Service Engineer
	Input additional information to the			



helpdesk by the person			
responsible.			
1.4. Get issue/concern from the Level 2 request pool.	N/A	10 Minutes	Level 2 Service Engineer
1.5. a. If the issue/concern is solved the issue/concern is considered closed.	N/A	180 Minutes	Level 2 Service Engineer
b. If the issue/concern can't be solved by the Level 2 Service Engineer, the issue/concern is elevated to Level 3 Service Engineer.			
The following procedure/s are done in the background by the Helpdesk System: Ticket is moved to the Helpdesk Level 3 request pool; and Notify the Level 3 engineers through email			
Input additional information to the helpdesk by the person responsible.			
1.6. Get issue/concern from the Level 3 request pool.	N/A	10 Minutes	Level 3 Service Engineer
 1.7. Solves the request of the requestor by: Validation and identification of the issue; Brainstorming and formulation of proposed solution; 	N/A	300 Minutes	Level 3 Service Engineer
Evaluation, selection and			



 execution of the proposed solution; Assessment of the provided solution; and Document the applied solution. 			
1.8. Solves the issue/concern and update the IT Helpdesk System.	N/A	5 Minutes	Level 3 Service Engineer
TOTAL:		9 Working Hours and 30 Working minutes	



Revenue Operations Group (ROG)

External Services



1. Appeal of Denial of Accreditation and Registration as Tax Agents/Practitioners with Respect to Their Tax Practice and Representation under Section 6(G) of the National Internal Revenue Code

Under Section 6(G) of the NIRC, The Commissioner shall accredit and register, based on their professional competence, integrity and moral fitness, individuals and general professional partnerships and their representatives who prepare and file tax returns, statements, reports, protests, and other papers with or who appear before, the Bureau for taxpayers.

Individuals and general professional partnerships and their representatives who are denied accreditation by the Commissioner may appeal such denial to the Secretary of Finance. The Secretary of Finance shall rule on the Appeal within sixty (60) days from receipt of such appeal. Failure of the Secretary of Finance to rule on the Appeal within the prescribed period shall be deemed as approval of the application for accreditation of the appellant.

Office or Division:	Revenue Operations Group	
Classification:	Highly Technical	
Type of Transaction:	Government to Citizen	
Who may avail:	Citizen who received an unfavorable decision from the	
	Commissioner	
CHECKLIST OF RE	OUIREMENTS WHERE TO SECURE	

011201121 01 11240111211110
Two (2) copies of the Appeal filed within 15 days
from date of receipt of the adverse ruling which
must contain the following:
a. must be under oath;

- addressed to the Secretary of Finance and be filed with the Revenue Operations Group, Department of Finance, DOF Building, BSP Complex, Roxas Blvd. corner Pablo Ocampo St., City of Manila;
- c. contain the heading "Appeal of Accreditation as Tax Agent/Practitioner";
- d. allege and show that the Appeal was filed within the reglementary period;
- allege the material facts upon which the application for accreditation was requested;
- f. state that exactly the same facts were presented to the BIR;
- g. define the issues sought to be resolved;
- contain the facts and the law relied upon to dispute the decision of the Commissioner:
- signed by or on behalf of the taxpayer filing the appeal, provided that, only lawyers engaged by the taxpayer and/or



- tax agents accredited by the BIR may sign on behalf of the taxpayer;
- j. accompanied by a copy of the Commissioner's challenged ruling;
- contain a stamp of the Office of the Commissioner of Internal Revenue, indicating that a copy of the Appeal to review the ruling was received by the Commissioner;
- I. If requested, submit additional documents; and

Duplicate copy of the records on file with the BIR pertaining to his Appeal, which set of records must be authenticated and certified by the BIR

Office of the Commissioner - Bureau of Internal Revenue

Certification Fee may be imposed by the BIR.

	BIK.			
Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible
1. Submit the Appeal with the required attachments through the Central Records and Management Division ("CRMD")	1.1. Initially receive the Appeal and transmit the same to Revenue Operations Group ("ROG")	None	1 hour	Admin Officer Central Records and Management Division
	1.2. Verify the completeness of the Appeal including the attachment and inform CRMD if the Appeal will be returned to client or received - If incomplete, the Appeal will be returned to client - If complete, the Appeal will be returned to client Forward the Appeal to the Secretary of Finance	None	2 hours	Undersecretary/ Assistant Secretary/ Attorney Revenue Operations Group
	1.3. Forward the Appeal to the Secretary of Finance	None	2 hours	Admin Officer Central Records and Management Division
	1.4. Evaluates the Appeal and assigns it to ROG	None	4 days	Secretary of Finance Office of the Secretary



1.5. Conduct technical review of the Appeal and conducts complete staff work including preparation of Memorandum and draft Letter Decision	None	35 days	Undersecretary/ Assistant Secretary/ Attorney Revenue Operations Group
1.6. Review the draft Memorandum and Letter Decision to the Appeal and the appropriate revisions by the ROG staff	None	7 days	Undersecretary/ Assistant Secretary/ Attorney Revenue Operations Group
1.7. Submit to the Secretary the Memorandum and draft Letter Decision for his review	None	1 hour	Undersecretary/ Assistant Secretary/ Attorney Revenue Operations Group
1.8. Review by the Secretary of the Letter Decision and Memorandum. If there is a proposed revision, the ROG staff will reflect the proposed revision	None	5 days	Secretary of Finance and Undersecretary/ Assistant Secretary/ Attorney Revenue Operations Group
1.9. Signature by the Secretary of Finance	None	5 days	Secretary of Finance Office of the Secretary
1.10. Forward to the CRMD the signed Letter Decision	None	2 hours	Admin Assistant Revenue Operations Group
1.11. Send out the Letter Decision to the client	None	3 days	Admin Officer Central Records Management Division
TOTAL:	None	60 days (see note1)	

¹ Section 6(G) of the NIRC provides for a specific period within which the Secretary of Finance can rule on the appeal. The Secretary of Finance has sixty (60) days from receipt of the appeal to rule on the same. Likewise, Section 6(G) of the NIRC provides that in the event that the Secretary of Finance fails to act within the 60-day period, the application for accreditation of the appellant shall be deemed approved.



2. Petition for Reconsideration of Suspension/Cancellation of Accreditation and Registration as Tax Agents/Practitioners with Respect to Their Tax Practice and Representation under Section 6(G) of the National Internal Revenue Code

Under Section 6(G) of the NIRC, The Commissioner shall accredit and register, based on their professional competence, integrity and moral fitness, individuals and general professional partnerships and their representatives who prepare and file tax returns, statements, reports, protests, and other papers with or who appear before, the Bureau for taxpayers.

Furthermore, Section 8 of RR 11-2006 provides that the accreditation of tax agents may be suspended or cancelled based on the grounds provided in Section 8. Section 8(D) further provides that the decision of the Commissioner of Internal Revenue of cancelling the accreditation of the Tax Agent shall be immediately executory. Nevertheless, the Tax Agent may file a Petition for Reconsideration with the Secretary of Finance within 15 days from receipt of the Commissioner's decision. The Secretary of Finance shall act on the Petition within 60 days from the filing of such Petition. In the event that the Secretary is unable to act on the Petition within the period prescribed, the decision of the Commissioner shall be deemed sustained.

Office or Division:	Revenue Operations Group
Classification:	Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	Tax Agent whose accreditation was cancelled or suspended under
	Section 8 of RR No. 11-2006

WHERE TO SECURE

Two (2) copies of the Petition for
Reconsideration filed within 15 days from date of
receipt of the adverse ruling which must contain
the following:
a must be under eath.

CHECKLIST OF REQUIREMENTS

- a. must be under oath;
- addressed to the Secretary of Finance and be filed with the Revenue Operations Group, Department of Finance, DOF Building, BSP Complex, Roxas Blvd. corner Pablo Ocampo St., City of Manila;
- c. contain the heading "Petition for Reconsideration of Cancellation of Accreditation as Tax Agent/Practitioner";
- allege and show that the Petition for Reconsideration was filed within the reglementary period;
- e. allege the material facts upon which the application for accreditation was requested:
- f. state that exactly the same facts were presented to the BIR;



- g. define the issues sought to be resolved:
- contain the facts and the law relied upon to dispute the decision of the Commissioner;
- signed by or on behalf of the taxpayer filing the appeal, provided that, only lawyers engaged by the taxpayer and/or tax agents accredited by the BIR may sign on behalf of the taxpayer;
- j. accompanied by a copy of the Commissioner's challenged ruling;
- contain a stamp of the Office of the Commissioner of Internal Revenue, indicating that a copy of the Petition for Reconsideration to review the ruling was received by the Commissioner;
- I. If requested, submit additional documents; and

Duplicate copy of the records on file with the BIR pertaining to his Petition for Reconsideration, which set of records must be authenticated and certified by the BIR

Office of the Commissioner - Bureau of Internal Revenue

Certification Fee may be imposed by the BIR.

		2 v.		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible
1. Submit the Petition for Reconsideration with the required attachments through the Central Records and Management Division ("CRMD")	1.1. Initially receive the Petition for Reconsideration and transmit the same to Revenue Operations Group ("ROG")	None	1 hour	Admin Officer Central Records Management Division
	1.2. Verify the completeness of the Petition for Reconsideration including the attachment and inform CRMD if the Petition for Reconsideration will be returned to client or received - If incomplete, the Petition for Reconsideration will be	None	2 hours	Undersecretary / Assistant Secretary / Attorney Revenue Operations Group



7		T	
returned to client			
- If complete, the Petition for Reconsideratio n will be returned to client			
1.3. Forward the Petition for Reconsideration to the Secretary of Finance	None	2 hours	Admin Officer Central Records Management Division
1.4. Evaluates the Petition for Reconsideration and assigns it to ROG	None	4 days	Secretary of Finance Office of the Secretary
1.5. Conduct technical review of the Petition for Reconsideration and conducts complete staff work including preparation of Memorandum and draft Letter Decision	None	35 days	Undersecretary/ Assistant Secretary/ Attorney Revenue Operations Group
1.6. Review the draft Memorandum and Letter Decision to the Petition for Reconsideration and the appropriate revisions by the ROG staff	None	7 days	Undersecretary/ Assistant Secretary/ Attorney Revenue Operations Group
1.7. Submit to the Secretary the Memorandum and draft Letter Decision for his review	None	1 hour	Undersecretary/ Assistant Secretary/ Attorney Revenue Operations Group
1.8. Review by the Secretary of the Letter Decision and Memorandum. If there is a proposed revision, the ROG staff will reflect the proposed revision	None	5 days	Secretary of Finance and Undersecretary/ Assistant Secretary/ Attorney Revenue Operations Group



1.9. Signature by the Secretary of Finance	None	5 days	Secretary of Finance Office of the Secretary
1.10. Forward to the CRMD the signed Letter Decision	None	2 hours	Admin Assistant Revenue Operations Group
1.11. Send out the Letter Decision to the client	None	3 days	Admin Officer Central Records Management Division
TOTAL:	None	60 Days (see note1)	

¹ Section 6(G) of the NIRC provides for a specific period within which the Secretary of Finance can rule on the Petition for Reconsideration. The Secretary of Finance has sixty (60) days from receipt of the Petition for Reconsideration to rule on the same. Likewise, Section 6(G) of the NIRC provides that in the event that the Secretary of Finance fails to act within the 60-day period, the application for accreditation of the appellant shall be deemed approved.



3. Review of Rulings of Commissioner of Internal Revenue

A taxpayer who receives an adverse ruling from the Commissioner of Internal Revenue may, within thirty (30) days from the date of receipt of such ruling, seeks its review by the Secretary of Finance pursuant to Section 4 of the National Internal Revenue Code.

Office or Division:	Revenue Operations Group ("ROG")
Classification:	Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	Taxpayers with unfavorable ruling from the Commissioner Internal Revenue

willo iliay avali.	Revenue	orable fulling from the Commissioner internal
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE
Two (2) copies of the Requ	uest for Review filed	Taxpayer/Client
within 30 days from date of	f receipt of the	
adverse ruling which must	<u> </u>	
a. must be under o	·	
	Secretary of Finance	
and be filed with		
- T	ip, Department of	
Finance, DOF B	Blvd. corner Pablo	
Ocampo St., City		
c. contain the head	•	
Review of BIR R		
	that the request was	
1	eglementary period;	
e. indicate the Tax	Identification Number	
of the taxpayer;		
J	ial facts upon which	
the ruling was re	•	
	the same facts were	
presented to the		
h. define the issues	s sought to be	
resolved; i. contain the facts	and the law relied	
upon to dispute t		
Commissioner;	and raining of the	
*	behalf of the taxpayer	
	provided that, only	
	d by the taxpayer	
and/or tax agent	s accredited by the	
BIR may sign on	behalf of the	
taxpayer;		
k. accompanied by		
	challenged ruling;	
	of the Office of the	
	f Internal Revenue, copy of the request to	
•	was received by the	
Commissioner; a	•	



- m. specifically state that the taxpayer does not have a pending assessment or case in a court of justice where the same issues are being considered;
- n. If requested, submit additional documents; and

Duplicate copy of the records on file with the BIR pertaining to his request, which set of records must be authenticated and certified by the BIR

Legal Division/International Tax Affairs Division of Bureau of Internal Revenue.

Certification Fee may be imposed by the BIR.

		BIR.		
Client Steps	Agency Action	Fees to be	Processing	Personnel
Onent Otops	Agency Action	Paid	Time	Responsible
1. Submit the Request for Review with the required attachments through the Central Records and Management Division ("CRMD")	1.1. CRMD initially receive the Request for Review ("Request") and transmit the same to the Office of the Secretary	None	2 working days	Admin Officer Central Records Management Division
	1.2. The Secretary evaluates the Request and assigns it to ROG	None	3 working days	Secretary of Finance Office of the Secretary
	1.3. ROG initially receive the Request from the Office of the Secretary. Undersecretary and Assistant Secretary assigns the Request to an ROG lawyer	None	2 working days	Undersecretary/ Assistant Secretary/ Attorney Revenue Operations Group
	1.4. Verify the completeness of the Request include its attachment/s - If Incomplete, client will be informed to submit the lacking documents within 30 days from receipt of notice	None	7 working Days	Undersecretary/ Assistant Secretary/ Attorney Revenue Operations Group



T			
1.5. Conduct technical review of the Request and conducts complete staff work including preparation of Memorandum and draft Letter Decision	None	35 working days	Attorney Revenue Operations Group
1.6. Review of the draft Memorandum and Letter Decision by the Assistant Secretary and for submission to the Undersecretary	None	24 working days	Assistant Secretary/ Attorney Revenue Operations Group
1.7. Submit to the Undersecretary the draft Memorandum and draft Letter Decision for his/her review	None	1 working day	Undersecretary/ Assistant Secretary/ Attorney Revenue Operations Group
1.8. Final Review of the draft Memorandum by the Undersecretary. ROG lawyer will reflect the proposed revisions, if any. Then submit the final Memorandum and Letter Decision to the Secretary	None	5 working days	Secretary of Finance and Undersecretary/ Assistant Secretary/ Attorney Revenue Operations Group
1.9. Signature by the Secretary of Finance	None	5 working days	Secretary of Finance Office of the Secretary
1.10. Forward to the CRMD the signed Letter Decision	None	3 working days	Admin Assistant Revenue Operations Group
1.11. Send out the Letter Decision to the client	None	3 working days	Admin Officer Central Records Management Division
TOTAL:		90 Working Days (see note2)	

² The Processing Time/ turn-around time does not include the number of days when the taxpayer is requested to submit additional document/s to support its Request for Review.



Revenue Office (RO) External Services



1. Granting of Tax Exemption on Importations covered by Republic Act 10863, Section 800 (CMTA)

a. R.A. No. 10863, Sec. 800(b)

Equipment for use in the salvage of vessels

Equipment for t	dee in the carrage of veccole
Office or Division:	Revenue Office - Customs and Tariff Division
Classification:	Complex
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	Shipping Lines

Onipping Lines					
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATION:					
A. Applicant					
Name of Consignee	- Requesting Party				
2. Tax Identification Number	- Bureau of Internal Revenue				
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission				
4. DTI Registration Number (if applicable)	- Department of Trade and Industry				
5. BOI Registration Number (if applicable)	- Board of Investments				
6. Email Address	- Requesting Party				
7. Telephone Number	- Requesting Party				
8. Official Address	- Requesting Party				
B. Broker/s, if any	Dona and of laternal Danage				
1. Tax Identification Number	- Bureau of Internal Revenue				
2. License Number	- Professional Regulation Commission				
3. Name of Broker	- Requesting Party				
4. Email Address	- Requesting Party				
5. Contact Number	- Requesting Party				
APPLICATION:					
1. Completely filled-out DOF-RO Form No. 91	- DOF website				
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party				
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party				
4. Signed and dated Bill of Lading/AWB	- Shipping Company				
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin				
6. Certification from Philippine Coast Guard that the	- Philippine Coast Guard				
equipment is appropriate for use in the salvage of					
a vessel and not available locally					

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
of registration • First time applicant start from Step 1 • Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.2.2. Encode the required	None	15 minutes 30 minutes	Officer of the Day, Tax Specialist Revenue Office Administrative
	entries in the TES-Lite.	ivone	30 minutes	Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
3b. Receive emailed	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an email-	None	4 hours Applicant is given 2 days to comply with or address the	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
notice of compliance.	notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.10 Review/approve the TEI/formal letter of compliance.	None	4 hours 8 hours	Director IV Revenue Office Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of	None	2 hours	Administrative Assistant Revenue Operations Group
	compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
	3.14 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Management Division
4. Receive emailed notice of release of	4.1 Deliver the approved TEI to BOC.			
result of application.	TOTAL:		4 days	
	TOTAL.		5 hours and 12 minutes	



b. R.A. No. 10863, Sec. 800(b) Equipment for use in the salvage of aircrafts		
· '	•	
Office or Division:	Revenue Office - Customs and Tariff Division	
Classification:	Complex	
Type of	G2B - Government-to-Business	
Transaction:		
Who may avail:	Airline Companies	

7 millio Companies		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION:		
A. Applicant		
1. Name of Consignee	- Requesting Party	
2. Tax Identification Number	- Bureau of Internal Revenue	
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission	
4. DTI Registration Number (if applicable)	- Department of Trade and Industry	
5. BOI Registration Number (if applicable)	- Board of Investments	
6. Email Address	- Requesting Party	
7. Telephone Number	- Requesting Party	
8. Official Address	- Requesting Party	
B. Broker/s, if any		
Tax Identification Number	- Bureau of Internal Revenue	
2. License Number	- Professional Regulation Commission	
3. Name of Broker	- Requesting Party	
4. Email Address	- Requesting Party	
5. Contact Number	- Requesting Party	
APPLICATION:		
Completely filled-out DOF-RO Form No. 91	- DOF website	
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party	
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party	
4. Signed and dated Bill of Lading/AWB	- Shipping Company	
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin	
6. Certification from Civil Aviation Authority of the	- Civil Aviation Authority of the Philippines	
Philippines (CAAP) that the equipment is		
appropriate for use in the salvage of aircraft and		
not available locally		
	FEES TO BE DROCESSING DERSON	

not available locally				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or online to provide corporate/individual information and upload the documents in support of registration	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the	2.1 Check completeness	None	15 minutes	Officer of the Day,
application and	of supporting documents.	140110	10 1111114100	Tax Specialist
supporting documents	If incomplete, return to			Revenue Office
at RO window	the applicant.			revende onice
	2.2. Encode the required	None	30 minutes	Administrative
	entries in the TES-Lite.			Assistant
				Revenue Office
3. File application with	3.1 Receive the	None	1 hour	Administrative
supporting documents	application and generate			Officer
at the Central Records	trace number for the			Central Records
Management Division.	application.			Management Division
3a. Receive emailed	3.2 Generate an email-			
notice of acceptance of	notice to applicant on the			
application.	receipt of application thru			
	TES-Lite.			
	3.3 Assign application to			
	respective RO Divisions			
	thru TES-Lite.			
	3.4 Route the application			
	and supporting			
	documents to			
	appropriate RO			
	Divisions.			
	3.5 Assign application to	None	30 minutes	Division Chief
	Action Officer.			Revenue Office
	3.6. Process the	None	4 hours	Action Officer
	application and draft the	110110	1110010	(Tax Specialist II,
	Tax Exemption		Applicant is	Sr. Tax Specialist,
	Indorsement (TEI) if		given 2 days	Supervising Tax
	application is sufficient.		to comply with	Specialist)
3b. Receive emailed	3.6.1 Generate an email-		or address the	Revenue Office
notice of compliance.	notice of compliance thru		deficiency(ies).	
	TES-Lite and prepare a		Otherwise, a	
	formal compliance letter		formal letter of	
	if application has		compliance is	
	discrepancy(ies).		issued and the	
			application is	
			returned to the	
			applicant.	
	3.7 Review draft	None	4 hours	Division Chief
	TEI/formal letter of			Revenue Office
	compliance. Assessment			
	is also made whether the			
	shipment requires			
	verification/inspection.	b !	4.1	D: (!!!
	3.8 Review draft	None	4 hours	Director III Revenue Office
	TEI/formal letter of			Neveriue Office
	compliance. Assessment is also made whether the			
	shipment requires verification/inspection.			
	T VEHICANON/INSDECTION.		1	i l



	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.10 Review/approve the	None None	4 hours 8 hours	Director IV Revenue Office Assistant Secretary
	TEI/formal letter of compliance.	None	Officials	or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours and 12 minutes	



c. R.A. No. 10863, Sec. 800(c) Cost of repairs of vessels

Office or Division:	Revenue Office - Customs and Tariff Division
Classification:	Complex
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	Shipping Lines

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
If Business	- Requesting Party		
1. Name of Consignee	- Bureau of Internal Revenue		
2. Tax Identification Number	- Securities and Exchange Commission		
3. SEC Registration Number (if applicable)	- Department of Trade and Industry		
4. DTI Registration Number (if applicable)	- Board of Investments		
5. BOI Registration Number (if applicable)	- Requesting Party		
6. Email Address	- Requesting Party		
7. Telephone Number	- Requesting Party		
8. Official Address			
If Citizen	- Requesting Party		
1. Name of Consignee	- Bureau of Internal Revenue		
2. Tax Identification Number	- Department of Foreign Affairs		
3. Passport	- Requesting Party		
4. Email Address	- Requesting Party		
5. Telephone Number	- Requesting Party		
6. Official Address			
If Government	- Requesting Party		
1. Name of Consignee	- Bureau of Internal Revenue		
2. Tax Identification Number	- Requesting Party		
3. Email Address	- Requesting Party		
4. Telephone Number	- Requesting Party		
5. Official Address			
B. Broker/s, if any			
1. Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number	- Requesting Party		
APPLICATION:	requoening r arry		
1. Completely filled-out DOF-RO Form No. 91	- DOF website		
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party		
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party		
4. Signed and dated Bill of Lading/AWB	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
6. Certification from MARINA that repair is not	- MARINA		
available			
locally	- MARINA		
7. Registration from MARINA			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application.	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TESLite. 3.3 Assign application	None	1 hour	Administrative Officer Central Records Management Division
	to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru TES-Lite and prepare a formal compliance		or address the deficiency(ies). Otherwise, a formal letter of compliance is	Revenue Office



	letter if application has discrepancy(ies).		issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, ROG Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email-notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Deliver the approved TEI to BOC.			



4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	4 days 5 hours and 12 minutes	



d. R.A. No. 10863,	\'
Cost of repairs of	of aircrafts
Office or Division:	Revenue Office - Customs and Tariff Division
Classification:	Complex
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	Airline Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
If Business	- Requesting Party
1. Name of Consignee	- Bureau of Internal Revenue
2. Tax Identification Number	- Securities and Exchange Commission
3. SEC Registration Number (if applicable)	- Department of Trade and Industry
4. DTI Registration Number (if applicable)	- Board of Investments
5. BOI Registration Number (if applicable)	- Requesting Party
6. Email Address	- Requesting Party
7. Telephone Number	- Requesting Party
8. Official Address	Degreesting Deuts
If Citizen	- Requesting Party - Bureau of Internal Revenue
Name of Consignee Tax Identification Number	
	- Department of Foreign Affairs
Passport Email Address	- Requesting Party
	- Requesting Party
5. Telephone Number 6. Official Address	- Requesting Party
If Government	- Requesting Party
Name of Consignee	- Bureau of Internal Revenue
Tax Identification Number	- Requesting Party
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	requesting ranty
o. Official / taaroos	
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
Completely filled-out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party
4. Signed and dated Bill of Lading/AWB	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
6. Certification from CAAP that repair is not available	- Civil Aviation Authority of the Philippines
locally	Civil Aviation Authority of the Di-Wanings
7. Registration from CAAP	- Civil Aviation Authority of the Philippines



CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application.	3.1 Receive the application and generate trace number for the application.3.2 Generate an email-notice to applicant on the receipt of application thru TES-Lite.	None	1 hour	Administrative Officer Central Records Management Division
аррисацоп.	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
3b. Receive emailed notice of compliance.	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an email-notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
			application is returned to the applicant.	



	3.7 Review draft TEI/formal letter of compliance.	None	4 hours	Division Chief Revenue Office
	Assessment is also made whether the shipment requires verification/inspection.			
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, ROG Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email-notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Deliver the approved TEI to BOC.			
4. Receive emailed notice of release of result of application.	4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



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e. R.A. No. 10863 S	` ,			
Goods for repair,	processing, or recondition	ning and for subsequent re-exportation		
Office or Division:	Revenue Office - Customs and Tariff Division			
Classification:	Complex			
Type of Transaction:	G2G- Government-to-G	overnment		
	G2B - Government-to-B	usiness		
Who may avail:	Public who are qualified	to apply for exemption		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION	ON:			
A. Applicant				
If Business				
1. Name of Consignee		- Requesting Party		
2. Tax Identification Numb		- Bureau of Internal Revenue		
3. SEC Registration Numb		- Securities and Exchange Commission		
4. DTI Registration Number		- Department of Trade and Industry		
5. BOI Registration Numb	er (if applicable)	- Board of Investments		
6. Email Address		- Requesting Party		
7. Telephone Number 8. Official Address		- Requesting Party		
If Government		- Requesting Party		
Name of Consignee		- Requesting Party		
2. Tax Identification Numb	ner	- Bureau of Internal Revenue		
3. Email Address		- Requesting Party		
4. Telephone Number		- Requesting Party		
5. Official Address		- Requesting Party		
B. Broker/s, if any		and the factor of the factor o		
1. Tax Identification Number		- Bureau of Internal Revenue		
2. License Number		- Professional Regulation Commission		
3. Name of Broker		- Requesting Party		
4. Email Address		- Requesting Party		
5. Contact Number		- Requesting Party		
APPLICATION:				
1. Completely filled-out Do		- DOF website		
Notarized Affidavit of End-Use/Ownership		- Applicant/Requesting Party		
3. Authorization Letter (if authorized representative)		- Applicant/Requesting Party		
4. Signed and dated Bill of Lading/AWB		- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)		- Shipper from country of origin		
6. Contract/Agreement (for repair/processing/		- Applicant/Requesting Party		
reconditioning) 7. Clearance from regulate	ory agoney (if applicable)	- Appropriate Pogulatory Agency		
8. Export Bill of Lading/AV	, , , , ,	- Appropriate Regulatory Agency - Shipping Company		
	` ,	- Applicant/Requesting Party		
Export Invoice/Packing List (if applicable) Export Declaration (if applicable)		- Bureau of Customs		
10. Export Declaration (III	аррпоавіс)	Darcad or Odolomo		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application.	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents	None	1 hour	Administrative Officer Central Records Management Division
	to appropriate RO Divisions. 3.5 Assign application to	None	30 minutes	Division Chief Revenue Office
3b. Receive emailed notice of compliance.	Action Officer. 3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an email-notice of compliance thru	None	4 hours Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		letter of compliance is issued and the application is returned to the applicant.	



	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Deliver the approved TEI to BOC.			
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and	
			12 minutes	



				Conc.	
f. R.A. No. 10863 Sec. 800(e)					
Medals, badges, o	Medals, badges, cups, and other small goods bestowed as trophies or prizes				
Office or Division:	Revenue Office - Customs and Tariff Division				
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Government G2B - Government-to-Business				
Who may avail:	Public who are qualified	to apply for ex	emption		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION: A. Applicant					
If Business					
1. Name of Consignee		- Requesting P	arty		
2. Tax Identification Num	ber	- Bureau of Inte	ernal Revenue		
3. SEC Registration Num			d Exchange Comr		
4. DTI Registration Numb			of Trade and Indus	stry	
5. BOI Registration Numb	per (if applicable)	- Board of Inve			
6. Email Address		- Requesting P	•		
7. Telephone Number		- Requesting P	•		
8. Official Address If Government		- Requesting P	rarty		
1. Name of Consignee		- Requesting Party			
2. Tax Identification Num	ber	- Bureau of Internal Revenue			
3. Email Address		- Requesting Party			
4. Telephone Number		- Requesting P	- Requesting Party		
5. Official Address		- Requesting Party			
B. Broker/s, if any					
Tax Identification Num	ber	Bureau of Internal RevenueProfessional Regulation Commission			
2. License Number				ission	
3. Name of Broker		Requesting PartyRequesting Party			
4. Email Address5. Contact Number		- Requesting Party - Requesting Party			
		requeeting rang			
APPLICATION:	OF DO Form No. 04	DOE wahaita			
 Completely filled-out D Notarized Affidavit of E 		- DOF website			
	authorized representative)	Applicant/Requesting PartyApplicant/Requesting Party			
4. Signed and dated Bill of		- Shipping Company			
5. Commercial Invoice (P		- Shipper from country of origin			
	at goods were bestowed as				
trophies or prizes, or re	•				
honorary distinction	4.001161/				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
One-time registration	1.1 Assist the applicant in	None	45 minutes	Administrative	
thru RO Kiosk or on-	encoding the required			Assistant	
line to provide	entries.			Revenue Office	
corporate/ individual					
information and upload					
the documents in					
support of registration. • First time applicant start from					
Step 1					
 Registered applicant start from Step 2 					
110111 Otop 2			<u>l</u>	<u> </u>	



2. Present the application and supporting documents at RO window	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application.	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO	None	1 hour	Administrative Officer Central Records Management Division
	Divisions. 3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Central Records Management Division
3b. Receive emailed notice of compliance.	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an emailnotice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office



	TOTAL.		5 hours and 12 minutes	
	TOTAL:		4 days	
4. Receive emailed notice of release of result of application.	3.14 Deliver the approved TEI to BOC. 4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for	None	2 hours	Administrative Assistant Revenue Operations Group
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



g. R.A. No. 10863		مناطب مناطات	avnasitions			
Office or Division:		ntertainment, and for display in public expositions Revenue Office - Customs and Tariff Division				
Classification:	Complex					
Type of Transaction	· ·	overnment				
Type of Transaction	G2B - Government-to-Bu					
Who may avail:	Public who are qualified	to apply for	exemption			
	F REQUIREMENTS		WHERE TO SEC	CURE		
A. Applicant If Business 1. Name of Consignee 2. Tax Identification Nur 3. SEC Registration Nur 4. DTI Registration Nur 5. BOI Registration Nur 6. Email Address 7. Telephone Number 8. Official Address If Government 1. Name of Consignee 2. Tax Identification Nur 3. Email Address 4. Telephone Number 5. Official Address B. Broker/s, if any 1. Tax Identification Nur 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number	nber mber (if applicable) ber (if applicable) nber (if applicable)	- Securities - Departme - Board of II - Requestin - Requestin - Requestin - Requestin - Bureau of - Requestin - Requestin - Requestin - Requestin - Requestin	Internal Revenue and Exchange Comm nt of Trade and Indust nvestments g Party g Party g Party Internal Revenue g Party	ry		
 4. Signed and dated Bill 5. Commercial Invoice (6. Certificate of Venue a 7. Authorization from Exbroker/forwarder) 8. Clearance from regul 	End-Use/Ownership f authorized representative) of Lading/AWB Packing List, if applicable) and Date	representative) - Applicant/Requesting Party - Applicant/Requesting Party - Shipping Company - Shipper from country of origin - Venue Owner/Management - Exhibitor (if applicable) - Appropriate Regulatory Agency - Applicant/Requesting Party				
One-time registration thru RO Kiosk or on-line to	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office		

CLIENT STEPS	AGENCY ACTION	BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2							
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.						
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office			
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office			
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.						
	3.3 Assign application to respective RO Divisions thru TES-Lite.						
	3.4 Route the application and supporting documents to appropriate RO Divisions.						
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office			
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	None	None	4 hours Applicant is given 2 days to comply with or address the	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax	
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office			



	2.7 Paviou droft TEI/formal	None	4 hours	Division Chief
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Deliver the approved TEI to BOC.			
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES- Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



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h. R.A. No. 10863 Sec. Technical and scient				
Office or Division:	Revenue Office - Custor	ns and Tariff	Division	
Classification:	Complex			
Type of Transaction:	G2G- Government-to-Go	overnment		
- /	G2B - Government-to-Business			
Who may avail:	Public who are qualified	to apply for e	xemption	
CHECKLIST OF R	•		WHERE TO SECUI	RE
ONE-TIME REGISTRATION	•			
A. Applicant				
If Business			D .	
1. Name of Consignee		- Requesting		
2. Tax Identification Number	(if applicable)		nternal Revenue	ania m
3. SEC Registration Number4. DTI Registration Number (and Exchange Commis	
5. BOI Registration Number (- Department	t of Trade and Industry	/
6. Email Address	п аррпсавіе)	- Requesting		
7. Telephone Number		- Requesting	•	
8. Official Address		- Requesting	•	
If Government]		
1. Name of Consignee		- Requesting	Party	
2. Tax Identification Number		- Bureau of Ir	nternal Revenue	
3. Email Address		- Requesting Party		
4. Telephone Number		- Requesting Party		
5. Official Address		- Requesting	Party	
B. Broker/s, if any 1. Tax Identification Number		Duragu of Ir	nternal Revenue	
2. License Number			iternal Revenue al Regulation Commiss	sion
3. Name of Broker		- Requesting		SIOH
4. Email Address		- Requesting		
5. Contact Number		- Requesting	•	
		r toquosiii ig		
APPLICATION: 1. Completely filled-out DOF-	PO Form No. 01	- DOF websit	to.	
2. Notarized Affidavit of End-			equesting Party	
3. Authorization Letter (if auth	•		equesting Party	
4. Signed and dated Bill of La		- Shipping Co		
5. Commercial Invoice (Pack			m country of origin	
applicable)	,		, 0	
6. Certificate of Venue and D		- Venue Own	er/Management	
7. Authorization from Exhibitor (if consigned to		- Exhibitor		
broker/forwarder)		MTDOD		
8. MTRCB Permit (if applicable)		- MTRCB	oguacting Dorty	
Liquidation Report and Cancellation of Bond (if applicable)		- Applicant/R	equesting Party	
αργιιοαδίο)				
CLIENT STERS	ACENCY ACTION	EEEC TO	DDOCESSING	DEDCON
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application.	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents	None	1 hour	Administrative Officer Central Records Management Division
	to appropriate RO Divisions. 3.5 Assign application	None	30 minutes	Division Chief
	to Action Officer. 3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with or address the	Revenue Office Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office



	3.7 Review draft	None	4 hours	Division Chief
	TEI/formal letter of	140110	+ Hours	Revenue Office
	compliance.			
	Assessment is also made whether the			
	shipment requires verification/inspection.			
	3.8 Review draft	None	4 hours	Director III
	TEI/formal letter of	NOHE	4 110015	Revenue Office
	compliance.			
	Assessment is also			
	made whether the			
	shipment requires			
	verification/inspection.			
	3.9 Review draft	None	4 hours	Director IV
	TEI/formal letter of			Revenue Office
	compliance.			
	Assessment is also			
	made whether the			
	shipment requires			
	verification/inspection.			
	3.10 Review/approve	None	8 hours	Assistant
	the TEI/formal letter of			Secretary or
	compliance.			Undersecretary
				Revenue Operations Group
3c. Receive email that the	3.11 Generate an	None	2 hours	Administrative
application has been acted	email-notice to the		2 1100110	Assistant
upon by the Revenue Office	applicant thru TES-Lite			Revenue
and will be forwarded to	that the application has			Operations Group
CRMD for release.	been acted upon and			
	will be forwarded to			
	CRMD for release.			
	3.12 Transmit the			
	approved TEI/formal			
	letter of compliance and			
	supporting documents			
	to CRMD for release.			
	3.13 Prepare the	None	8 hours	Administrative
	approved TEI/formal		12 minutes	Officer
	letter of compliance for			Central Records Management
	release.			Division
	3.14 Deliver the			
4 December and the C	approved TEI to BOC.			
4. Receive emailed notice	4.1 Generate an email-			
of release of result of	notice to applicant thru			
application.	TES-Lite either of the following:			
	a. the release of TEI			
	b. the release of letter			
	for compliance thru			
	postal mail.			
	TOTAL:		4 days	
	1017.21		5 hours and	
			12 minutes	



i. R.A. No. 10863, Se	` '	
Goods for making of	or recording motion picture fi	Ims
Office or Division:	Revenue Office - Customs	and Tariff Division
Classification:	Complex	
Type of Transaction:	G2B - Government-to-Busi	ness
Who may avail:	Public who are qualified to	apply for exemption
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION	N:	
A. Applicant		
If Business		
1. Name of Consignee		- Requesting Party
2. Tax Identification Number		- Bureau of Internal Revenue
3. SEC Registration Numb	` ' '	- Securities and Exchange Commission
4. DTI Registration Numbe		- Department of Trade and Industry
5. BOI Registration Number	er (if applicable)	- Board of Investments
6. Email Address		- Requesting Party
7. Telephone Number		- Requesting Party
8. Official Address		- Requesting Party
If Citizen		
1. Name of Consignee		- Requesting Party
2. Tax Identification Number	er	- Bureau of Internal Revenue
3. Passport		- Department of Foreign Affairs
4. Email Address		- Requesting Party
5. Telephone Number		- Requesting Party
6. Official Address		- Requesting Party
If Government		Degreeting Deuty
Name of Consignee Tay Identification Number		- Requesting Party
2. Tax Identification Number	er	- Bureau of Internal Revenue
3. Email Address		- Requesting Party
4. Telephone Number		- Requesting Party
5. Official Address		- Requesting Party
B. Broker/s, if any 1. Tax Identification Number	or	- Bureau of Internal Revenue
2. License Number	5 1	
3. Name of Broker		Professional Regulation CommissionRequesting Party
4. Email Address		- Requesting Party
5. Contact Number		- Requesting Party
		roquoding raity
APPLICATION:	NE DO E	DOE 1 11
Completely filled-out DC		- DOF website
2. Notarized Affidavit of En		- Applicant/Requesting Party
3. Authorization Letter (if a	•	- Applicant/Requesting Party
4. Signed and dated Bill of	•	- Shipping Company
5. Commercial invoice (Page 2)	• • • • • • • • • • • • • • • • • • • •	- Shipper from country of origin
6. Certificate of Venue and		- Venue Owner/Management
7. Liquidation Report and (canceliation of Bond (If	- Applicant/Requesting Party
applicable)		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email-notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with	Action Officer (Tax Specialist II, Sr. Tax Specialist,
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office



	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for	None	2 hours	Administrative Assistant Revenue Operations Group
	release. 3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
4. Receive emailed notice of release of result of application.	3.14 Deliver the approved TEI to BOC. 4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for			Management Division
	compliance thru postal mail. TOTAL:		4 days 5 hours and 12 minutes	



j. R.A. No. 10863, Sec. 800(k) Photographic and cinematographic films		
Office or Division:	ce or Division: Revenue Office - Customs and Tariff Division	
Classification:	Complex	
Type of Transaction:	G2B - Government-to-Business	
Who may avail:	Public who are qualified to apply for exemption	

CHECKLIST OF REC	QUIREMENTS	W	HERE TO SECUR	₹E
ONE-TIME REGISTRATION:				
A. Applicant				
Name of Consignee				
2. Tax Identification Number		 Requesting Party 		
3. SEC Registration Number (Bureau of Interna 	I Revenue	
4. DTI Registration Number(if		 Securities and Ex 		on
5. BOI Registration Number (i	if applicable)	 Department of Tr 	•	
6. Email Address		 Board of Investm 		
7. Telephone Number		 Requesting Party 		
8. Official Address		- Requesting Party		
B. Broker/s, if any				
1. Tax Identification Number - Bureau of Internal Revenue				
2. License Number		- Professional Reg		n
3. Name of Broker		 Requesting Party 		
4. Email Address		- Requesting Party		
5. Contact Number		- Requesting Party		
APPLICATION:				
1. Completely filled-out DOF-RO Form No. 91		- DOF website	_	
2. Notarized Affidavit of End-L	-	- Applicant/Requesting Party		
	. Authorization Letter (if authorized representative) - Applicant/Requesting Party			
4. Signed and dated Bill of La		- Shipping Company		
5. Commercial Invoice (Packii				
6. Certificate of Identification/I				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application.	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions	None	1 hour	Administrative Officer Central Records Management Division
	thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO Divisions. 3.5 Assign application to	None	30 minutes	Division Chief
	Action Officer.			Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	Applicant is given 2 days to comply with or address the	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours 4 hours	Director III Revenue Office Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



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k. R.A. No. 10863, Se	ec. 800(n)			
	s and other receptacles for			oods
Office or Division:	Revenue Office - Custor	ns and Tariff Divi	sion	
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Bu	usiness		
Who may avail:	Public who are qualified	to apply for exem	ption	
CHECKLIST OF	REQUIREMENTS	V	VHERE TO SECU	RE
A. Applicant 1. Name of Consignee 2. Tax Identification Numbe 3. SEC Registration Numbe 4. DTI Registration Numbe 5. BOI Registration Numbe 6. Email Address 7. Telephone Number 8. Official Address B. Broker/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number	er er (if applicable) er (if applicable) er (if applicable)	 Department of T Board of Investr Requesting Part Requesting Part Requesting Part Bureau of Intern 	al Revenue exchange Commiss rade and Industry nents y y y al Revenue gulation Commissi y	
APPLICATION: 1. Completely filled-out DOF-RO Form No. 91 2. Notarized Affidavit of End-Use/Ownership 3. Authorization Letter (if authorized representative) 4. Signed and dated Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Liquidation Report and Cancellation of Bond (if applicable)		- DOF website - Applicant/Reque - Applicant/Reque - Shipping Compa - Shipper from co - Applicant/Reque	esting Party any untry of origin esting Party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and	None	45 minutes	Administrative Assistant Revenue Office

complete and correct.



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.9 Review draft TEI/formal letter of compliance Assessment	None	4 hours 4 hours	Director III Revenue Office Director IV Revenue Office
	compliance. Assessment is also made whether the shipment requires verification/inspection. 3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary
				Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



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I. R.A. No. 10863, Se	** *			
	and salvage of vessels			
Office or Division:	Revenue Office - Custor	ns and Tariff Divis	sion	
Classification:	Complex			
Type of Transaction:	G2B - Government-to-B	usiness		
Who may avail:	Shipping Lines			
CHECKLIST OF	REQUIREMENTS	V	VHERE TO SECU	RE
A. Applicant 1. Name of Consignee 2. Tax Identification Numb 3. SEC Registration Numb 4. DTI Registration Numb 5. BOI Registration Numb 6. Email Address 7. Telephone Number 8. Official Address B. Broker/s, if any 1. Tax Identification Numb 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number APPLICATION: 1. Completely filled-out DC 2. Notarized Affidavit of En 3. Authorization Letter (if a 4. Signed and dated Bill of 5. Commercial Invoice (Pa 6. Inventory Report of the the Bureau of Customs	er per (if applicable) er (if applicable) er (if applicable) er (if applicable) er OF-RO Form No. 91 nd-Use/Ownership nuthorized representative) Lading/AWB ncking List, if applicable)	Department of TBoard of InvestnRequesting PartRequesting PartRequesting PartBureau of Intern	al Revenue exchange Commiss frade and Industry nents y y y al Revenue gulation Commissi y y y esting Party eany untry of origin	
7. Certification/Report from 8. Marine Protest	n MARINA	- MARINA - MARINA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are			

encoded data are complete and correct.



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with or	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	approved TEI to BOC. 4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



m. R.A. No. 10863, S	` ,			
Non-commercial s				
Office or Division:	Revenue Office - Custor	ns and Tariff Divis	sion	
Classification:	Complex			
Type of Transaction:	G2G- Government-to-Go			
	G2B - Government-to-B	usiness		
Who may avail:	Public who are qualified	to apply for exem	ption	
CHECKLIST OF	REQUIREMENTS WHERE TO SECURE			RE
ONE-TIME REGISTRATION	ON:			
A. Applicant				
If Business				
1. Name of Consignee		 Requesting Part 		
2. Tax Identification Numb		- Bureau of Intern		
3. SEC Registration Numb	` '.' '		xchange Commiss	sion
4. DTI Registration Number			rade and Industry	
5. BOI Registration Number	er (if applicable)	- Board of Investn		
6. Email Address		- Requesting Part		
7. Telephone Number		- Requesting Part		
8. Official Address		- Requesting Part	У	
If Government		Doguesting Dog		
 Name of Consignee Tax Identification Numb 	or.	- Requesting Party - Bureau of Internal Revenue		
3. Email Address	ei	- Requesting Part		
4. Telephone Number		- Requesting Part	•	
5. Official Address		- Requesting Part	•	
B. Broker/s, if any		- Nequesting i ait	·y	
Tax Identification Number	۵r	- Bureau of Internal Revenue		
2. License Number	O1	- Professional Regulation Commission		
3. Name of Broker		- Requesting Party		
4. Email Address		- Requesting Party		
5. Contact Number		- Requesting Party		
APPLICATION:			<i>.</i>	
1. Completely filled-out DC	OF-RO Form No. 91	- DOF website		
2. Notarized Affidavit of En		- Applicant/Requesting Party		
3. Authorization Letter (if a	•	- Applicant/Requesting Party		
4. Signed and dated Bill of	Lading/AWB	- Shipping Compa	any	
5. Commercial Invoice (Pa	cking List, if applicable)	- Shipper from co	untry of origin	
6. DOF Prior Approval		- Department of F	inance - Revenue	Office
7. Certification from Depar	tment of Health (if	- Department of H	lealth	
medicine)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
1. One-time registration	1.1 Assist the applicant	None	45 minutes	Administrative
thru RO Kiosk or on-line	in encoding the required			Assistant
to provide corporate/	entries.			Revenue Office
individual information				
and upload the				
documents in support of				
registration. • First time applicant start from				
Step 1				
Registered applicant start from				
Step 2				



2. Present the application and supporting documents at RO window	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
3b. Receive emailed notice of compliance.	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an emailnotice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office



	2.7 Davious dirett	Mana	1 h a · · · · a	Divinion Ohinf
	3.7 Review draft TEI/formal letter of	None	4 hours	Division Chief Revenue Office
	compliance. Assessment			111131100 011100
	is also made whether the			
	shipment requires			
	verification/inspection.			
	3.8 Review draft	None	4 hours	Director III
	TEI/formal letter of			Revenue Office
	compliance. Assessment			
	is also made whether the			
	shipment requires			
	verification/inspection.	Nama	4 1	Diversion
	3.9 Review draft	None	4 hours	Director IV Revenue Office
	TEI/formal letter of			Revenue Onice
	compliance. Assessment is also made whether the			
	shipment requires			
	verification/inspection.			
	3.10 Review/approve the	None	8 hours	Assistant
	TEI/formal letter of			Secretary or
	compliance.			Undersecretary
				Revenue Operations
				Group
3c. Receive email that	3.11 Generate an email-	None	2 hours	Administrative
the application has been	notice to the applicant			Assistant Revenue
acted upon by the	thru TES-Lite that the			Operations Group
Revenue Office and will	application has been			
be forwarded to CRMD	acted upon and will be			
for release.	forwarded to CRMD for			
	release.			
	3.12 Transmit the			
	approved TEI/formal			
	letter of compliance and			
	supporting documents to CRMD for release.			
	3.13 Prepare the	None	8 hours	Administrative
	approved TEI/formal		12 minutes	Officer
	letter of compliance for			Central Records
	release.			Management Division
	3.14 Deliver the			
	approved TEI to BOC.			
4. Receive emailed	4.1 Generate an email-			
notice of release of result	notice to applicant thru			
of application.	TES-Lite either of the			
	following:			
	a. the release of TEI			
	b. the release of letter for			
	compliance thru postal mail.			
	TOTAL:		4 days	
			5 hours and	
			12 minutes	



n. R.A. No. 10863, Sec. 800(r) Commercial samples			
Office or	Revenue Office - Customs and Tariff Division		
Division:			
Classification:	Complex		
Type of	G2G- Government-to-Government		
Transaction:	G2B - Government-to-Business		
Who may avail:	Public who are qualified to apply for exemption		

Who may avail: Public who are qualified to apply for exemption			
CHECKLIST (OF REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRA	ATION:		
A. Applicant			
If Business			
 Name of Consignee 		- Requesting Party	
2. Tax Identification Nu		- Bureau of Internal Revenue	
3. SEC Registration No		- Securities and Exchange Commission	
4. DTI Registration Nu		- Department of Trade and Industry	
BOI Registration Nu	mber (if applicable)	- Board of Investments	
6. Email Address		- Requesting Party	
7. Telephone Number		- Requesting Party	
8. Official Address		- Requesting Party	
If Government			
Name of Consignee		- Requesting Party	
2. Tax Identification Nu	umber	- Bureau of Internal Revenue	
3. Email Address		- Requesting Party	
4. Telephone Number		- Requesting Party	
5. Official Address		- Requesting Party	
B. Broker/s, if any		D (1)	
1. Tax Identification Nu	umber	- Bureau of Internal Revenue	
2. License Number		- Professional Regulation Commission	
3. Name of Broker		- Requesting Party	
4. Email Address		- Requesting Party	
5. Contact Number		- Requesting Party	
APPLICATION:	, DOE DO E . N. 04	DOE 1 ''	
	t DOF-RO Form No. 91	- DOF website	
2. Notarized Affidavit o		- Applicant/Requesting Party	
	(if authorized representative)	- Applicant/Requesting Party	
4. Signed and dated B		- Shipping Company	
5. Commercial Invoice (Packing list, if applicable)		- Shipper from country of origin - DOF - Revenue Office	
6. DOF Prior Approval	poartment of Health (if		
Certification from Department of Health (if medicine) or Certificate from Appropriate		- DOH or Appropriate Government Agency	
Government Agency (if other than medicine)		Agency	
8. Certificate of Venue and Date		- Venue Owner/Management	
	and Date and Cancellation of Bond (if	- Applicant/Requesting Party	
applicable)		Application to questing i airly	
applicable)			



CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON DESPONSIBLE
1. One-time	1.1 Assist the applicant in	PAID None	TIME 45 minutes	RESPONSIBLE Administrative
registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	encoding the required entries.	INOTIE	45 minutes	Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
Present the application and	2.1 Check completeness of supporting documents.	None	15 minutes	Officer of the Day, Tax
supporting	If incomplete, return to the			Specialist
documents at RO window	applicant.			Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office



3b. Receive emailed notice of compliance.	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an emailnotice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group



	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Deliver the approved TEI to BOC.			
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



o. R.A. No. 10863,	Sec. 800(u)			
· ·	exported and subsequent	ly imported		
	Revenue Office - Customs and Tariff Division			
Office or Division:		is and Tanii Division		
Classification:	Complex			
Type of	G2G- Government-to-Go			
Transaction:	G2B - Government-to-Bu			
	G2C - Government-to-Citizen			
Who may avail:	Public who are qualified t	o apply for exemption		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRAT	ION:			
A. Applicant				
If Business				
1. Name of Consignee		- Requesting Party		
2. Tax Identification Num		- Bureau of Internal Revenue		
3. SEC Registration Num	` '' '	- Securities and Exchange Commission		
4. DTI Registration Numb		- Department of Trade and Industry		
5. BOI Registration Number	per (if applicable)	- Board of Investments		
6. Email Address		- Requesting Party		
7. Telephone Number		- Requesting Party		
8. Official Address		- Requesting Party		
If Citizen				
1. Name of Consignee		- Requesting Party		
2. Tax Identification Num	ber	- Bureau of Internal Revenue		
3. Passport		- Department of Foreign Affairs		
4. Email Address		- Requesting Party		
5. Telephone Number 6. Official Address		Requesting PartyRequesting Party		
If Government		- Requesting Faity		
Name of Consignee		- Requesting Party		
2. Tax Identification Num	her	- Bureau of Internal Revenue		
3. Email Address	561	- Requesting Party		
4. Telephone Number		- Requesting Party		
5. Official Address		- Requesting Party		
B. Broker/s, if any				
1. Tax Identification Num	ber	- Bureau of Internal Revenue		
2. License Number		- Professional Regulation Commission		
3. Name of Broker		- Requesting Party		
4. Email Address		- Requesting Party		
5. Contact Number		- Requesting Party		
APPLICATION:				
Completely filled-out D		- DOF website		
2. Notarized Affidavit of E	-	- Applicant/Requesting Party		
,	authorized representative)	- Applicant/Requesting Party		
4. Signed and dated Bill of		- Shipping Company		
	Packing List, if applicable)	- Shipper from country of origin		
6. Export Bill of Lading/A		- Shipping Company		
7. Export Invoice and Page 8. Export Declaration	cking List	- Applicant/Requesting Party - Bureau of Customs		
8. Export Declaration9. OSS Certification of No.	on-Availment of Duty	- DOF OSS-Center		
J. OOO Certification of N	on-Avaiiment of Duty	- DOI 000-0611161		

- BOC

Drawback (if export-oriented)

10. Proof of Payment on Original Importation



- (if applicable)
- 11. Certificate of Identification/Inspection/Loading
- 12. Certification from foreign principal/buyer as to reason of rejection (if rejected goods)
- 13. Foreign Government Certificate of Rejection
- 14. Certification from Philippine National Museum (if artworks/antiques)
- 15. Clearance from Regulatory Agency

- BOC
- Foreign Buyer/Shipper from country of origin
- USFDA or Other Foreign Regulating Body
- Philippine National Museum
- Appropriate Regulatory Agency

CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office



3b. Receive emailed notice of compliance.	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an emailnotice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division



	3.14 Deliver the approved TEI to BOC.		
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	4 days 5 hours and 12 minutes	



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p. R.A. No. 10863	. Sec. 800(w)				
	d equipment, etc. of new min	es and old mines			
Office or Division:		Revenue Office - Customs and Tariff Division			
Classification:	Complex				
Type of	G2B - Government-to-Busin	ness			
Transaction:	GZB GOVERNMENT TO BUSIN	1000			
Who may avail:	Mining Companies				
	OF REQUIREMENTS	V	VHERE TO SECU	RE	
ONE-TIME REGISTRA A. Applicant 1. Name of Consignee 2. Tax Identification Num	mber	- Requesting Party - Bureau of Interna	al Revenue		
 SEC Registration Nu DTI Registration Nun BOI Registration Nun Email Address Telephone Number Official Address Broker/s, if any 	nber (if applicable) nber (if applicable)	- Securities and Ex Department of Tr - Board of Investm - Requesting Party - Requesting Party	rade and Industry nents / /	ion	
 Tax Identification Nur License Number Name of Broker Email Address Contact Number 	mber	 Bureau of Internal Revenue Professional Regulation Commission Requesting Party Requesting Party Requesting Party 		on	
4. Signed and dated Bil5. Commercial Invoice (6. Certificate from Depa Natural Resources (E recommendation of the signal of the si	End-Use/Ownership if authorized representative) I of Lading/AWB (Packing List, if applicable) artment of Environment and DENR) upon the he Director of Mines and as to purpose of importation	- DOF website - Applicant/Requesting Party - Applicant/Requesting Party - Shipping Company - Shipper from country of origin - Department of Environment and Natural Resource			
OLILITI OTLI O	ACERO! ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE	
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office	



2. Present the application and supporting documents at RO window	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application.	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
3b. Receive emailed notice of compliance.	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an emailnotice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment	None None	4 hours 4 hours	Director III Revenue Office Director IV Revenue Office
	requires verification/inspection. 3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.2 Generate an email- notice to applicant thru TES- Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



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q. R.A. No. 1086	3 Sec 800(w)				
•	. ,	eof imported by A	aro-Industrial Co	ompanies	
Office or	e parts, and accessories thereof imported by Agro-Industrial Companies Revenue Office - Customs and Tariff Division				
Division:	Revenue Office - Customs and Tahii Division				
Classification:	Complex				
	•				
Type of	G2B - Government-to-Busir	ness			
Transaction:					
Who may avail:	Agro-Industrial Companies				
CHECKLIST	OF REQUIREMENTS	W	HERE TO SECU	RE	
ONE-TIME REGISTR A. Applicant 1. Name of Consigned 2. Tax Identification N 3. SEC Registration N 4. DTI Registration N 5. BOI Registration N 6. Email Address 7. Telephone Number 8. Official Address B. Broker/s, if any 1. Tax Identification N 2. License Number 3. Name of Broker	e lumber lumber (if applicable) umber (if applicable) umber (if applicable)	- Requesting Party - Bureau of Internal Revenue - Securities and Exchange Commission - Department of Trade and Industry - Board of Investments - Requesting Party - Requesting Party - Requesting Party - Bureau of Internal Revenue - Professional Regulation Commission			
4. Email Address			- Requesting Party - Requesting Party		
5. Contact Number		- Requesting Party			
APPLICATION:		requesting rarry			
 Completely filled-out DOF-RO Form No. 91 Notarized Affidavit of End-Use/Ownership Authorization Letter (if authorized representative) Signed and dated Bill of Lading/AWB Commercial Invoice (Packing List, if applicable) Certificate from Department of Agriculture or Department of Trade and Industry 		 DOF website Applicant/Requesting Party Applicant/Requesting Party Shipping Company Shipper from country of origin Department of Agriculture or Department of Trade and Industry 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON	
		PAID	TIME	RESPONSIBLE	
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office	



2. Present the application and supporting documents at RO window	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed	3.1 Receive the application and generate trace number for the application. 3.2 Generate an email-	None	1 hour	Administrative Officer Central Records Management Division
notice of acceptance of application.	notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is	Action Officer (Tax Specialist II, Sr. Tax Specialist,
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires	None	4 hours 4 hours	Director III Revenue Office Director IV Revenue Office
	verification/inspection. 3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.2 Generate an email- notice to applicant thru TES- Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



· ·	r. R.A. No. 10863, Sec. 800(x)					
	ls or aircrafts engaged in					
Office or Division:	Revenue Office - Custo	Revenue Office - Customs and Tariff Division				
Classification:	Complex					
Type of Transaction:	G2B - Government-to-	Business				
Who may avail:	Foreign Registry Airline	es/Shippin	g Companies			
CHECKLIST OF R	EQUIREMENTS		WHERE TO	SECURE		
ONE-TIME REGISTRATION	l:					
A. Applicant						
1. Name of Consignee		- Request				
2. Tax Identification Number			of Internal Revenue			
3. SEC Registration Number	`		s and Exchange C			
4. DTI Registration Number			ent of Trade and Ir	ndustry		
5. BOI Registration Number6. Email Address	(ii applicable)		Investments			
		- Request	•			
7. Telephone Number 8. Official Address		RequestRequest	•			
B. Broker/s, if any		- Nequesi	ing Faity			
1. Tax Identification Number		- Bureau d	of Internal Revenue	4		
2. License Number			onal Regulation Co			
3. Name of Broker		- Request	•			
4. Email Address		- Requesting Party				
5. Contact Number		- Request	ing Party			
APPLICATION:						
Completely filled-out DOF		- DOF website				
2. Notarized Affidavit of End			t/Requesting Party			
3. Authorization Letter (if aut		- Applicant/Requesting Party				
4. Signed and dated Bill of L		- Shipping Company				
5. Commercial Invoice (Pack6. Certificate of Foreign Reg	• • • • • • • • • • • • • • • • • • • •	Shipper from country of originShipper/Owner				
7. Document to show that ve		- Shipper/Owner - Applicant/Requesting Party				
engaged in foreign trade	occi of anotare to	пррпоат	erroquooting rany			
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON		
		TO BE	TIME	DECDANCIDI E		
			IIIVIE	RESPONSIBLE		
1 One-time registration	1 1 Assist the applicant	PAID				
1. One-time registration	1.1 Assist the applicant		45 minutes	Administrative		
thru RO Kiosk or on-line to	in encoding the	PAID		Administrative Assistant		
thru RO Kiosk or on-line to provide corporate/		PAID		Administrative		
thru RO Kiosk or on-line to provide corporate/ individual information and	in encoding the	PAID		Administrative Assistant		
thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in	in encoding the	PAID		Administrative Assistant		
thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from	in encoding the	PAID		Administrative Assistant		
thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1	in encoding the	PAID		Administrative Assistant		
thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from	in encoding the required entries.	PAID		Administrative Assistant		
thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from	in encoding the required entries. 1.2 Approve the	PAID		Administrative Assistant		
thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from	in encoding the required entries. 1.2 Approve the registration if the	PAID		Administrative Assistant		
thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from	in encoding the required entries. 1.2 Approve the registration if the uploaded documents	PAID		Administrative Assistant		
thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from	in encoding the required entries. 1.2 Approve the registration if the	PAID		Administrative Assistant		



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES- Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
3b. Receive emailed notice	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an	None	4 hours Applicant is given 2 days to comply with or	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
of compliance.	email-notice of compliance thru TES- Lite and prepare a formal compliance letter if application has discrepancy(ies).		address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office



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	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email-notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days	
			5 hours and 12 minutes	



s. R.A. No. 1086	3, Sec. 800(y)			
Goods exporte	ed for repair, processing or rec	onditioning and subsequently re-imported		
Office or	Revenue Office - Customs a	nd Tariff Division		
Division:				
Classification:	Complex			
Type of	G2G- Government-to-Govern	nment		
Transaction:	G2B - Government-to-Busine			
	G2C - Government-to-Citizer	n		
Who may avail:	Public who are qualified to a	pply for exemption		
	OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTR	ATION:			
A. Applicant				
If Business		Degreeting Porty		
Name of Consigned Tax Identification N		- Requesting Party - Bureau of Internal Revenue		
3. SEC Registration N		- Securities and Exchange Commission		
4. DTI Registration Nu	` ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '	- Department of Trade and Industry		
5. BOI Registration No		- Board of Investments		
6. Email Address	arribor (ii appiloabio)	- Requesting Party		
7. Telephone Number	•	- Requesting Party		
8. Official Address		- Requesting Party		
If Citizen				
1. Name of Consigned		- Requesting Party		
2. Tax Identification N	umber	- Bureau of Internal Revenue		
3. Passport		- Department of Foreign Affairs		
4. Email Address		- Requesting Party		
5. Telephone Number	•	- Requesting Party		
6. Official Address		- Requesting Party		
If Government 1. Name of Consigned		- Requesting Party		
2. Tax Identification N		- Requesting Farty - Bureau of Internal Revenue		
3. Email Address	anibei	- Requesting Party		
4. Telephone Number		- Requesting Party		
5. Official Address		- Requesting Party		
B. Broker/s, if any				
1. Tax Identification N	umber	- Bureau of Internal Revenue		
2. License Number		- Professional Regulation Commission		
3. Name of Broker		- Requesting Party		
4. Email Address		- Requesting Party		
5. Contact Number		- Requesting Party		
		1		



APPLICATION:

- 1. Completely filled-out DOF-RO Form No. 91
- 2. Notarized Affidavit of End-Use/Ownership
- 3. Authorization Letter (if authorized representative)
- 4. Signed and dated Bill of Lading/AWB
- 5. Commercial Invoice (Packing List, if applicable)
- 6. Export Bill of Lading/AWB
- 7. Export Invoice/Packing List
- 8. Export Declaration
- 9. Certificate of Identification/Inspection and Loading
- 10. Proof of Payment on original importation

- DOF website
- Applicant/Requesting Party
- Applicant/Requesting Party
- Shipping Company
- Shipper from country of origin
- Shipping Company
- Applicant/Requesting Party
- Bureau of Customs
- Bureau of Customs
- Bureau of Customs

CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON
		BE PAID		RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email-notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			



	 3.4 Route the application and supporting documents to appropriate RO Divisions. 3.5 Assign application to Action Officer. 3.6. Process the application and draft the Tax Exemption 	None None	30 minutes 4 hours	Division Chief Revenue Office Action Officer (Tax Specialist II,
3b. Receive emailed notice of compliance.	Indorsement (TEI) if application is sufficient. 3.6.1 Generate an email-notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting			



	documents to CRMD for release.			
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC. 4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	TOTAL:		4 days 5 hours and 12 minutes	



t. R.A. No. 10863, Sec	s. 800(z)			
Trailer chassis				
Office or Division:	Revenue Office - Customs and Tariff Division			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Business			
Who may avail:	Public who are qualified to app	ly for exempti	on	
CHECKLIST C	OF REQUIREMENTS		WHERE TO SEC	CURE
ONE-TIME REGISTRATION A. Applicant 1. Name of Consignee 2. Tax Identification Number 3. SEC Registration Number 4. DTI Registration Number 5. BOI Registration Number 6. Email Address 7. Telephone Number 8. Official Address B. Broker/s, if any 1. Tax Identification Number 2. License Number	r (if applicable) (if applicable) (if applicable)	- Securities a - Department - Board of Inv - Requesting - Requesting - Requesting - Bureau of Ir - Professiona	nternal Revenue nd Exchange Cor of Trade and Ind vestments Party Party Party nternal Revenue Il Regulation Com	ustry
3. Name of Broker 4. Email Address 5. Contact Number APPLICATION:		- Requesting - Requesting - Requesting	Party	
 Completely filled-out DOF Notarized Affidavit of End Authorization Letter (if au Signed and dated Bill of L Commercial Invoice (Pac Registration from MARIN. 	-Use/Ownership thorized representative) .ading/AWB king List, if applicable)	Applicant/RShipping CoShipper fromMARINA	equesting Party equesting Party	1
CLIENT STEPS		FEES TO	PROCESSING	PERSON
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email-notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email-notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Deliver the approved TEI to BOC.			
4. Receive emailed notice of release of result of application.	4.2 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



2. Granting of Tax Exemption on Importations of Airlines with Congressional Franchise

a. R.A. No. 10863, Sec. 800(v)

Aircraft, parts, supplies, ground equipment, etc. of scheduled airlines operating with Congressional franchise

Office or Division:	Revenue Office - Customs and Tariff Division	
Classification:	Complex	
Type of Transaction:	G2B - Government-to-Business	
Who may avail:	Airline Companies with Congressional Franchise	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION: A. Applicant	
 Name of Consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email Address Telephone Number Official Address 	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party
B. Broker/s, if any1. Tax Identification Number2. License Number3. Name of Broker4. Email Address5. Contact Number	 Bureau of Internal Revenue Professional Regulation Commission Requesting Party Requesting Party Requesting Party
APPLICATION: 1. Completely filled-out DOF-RO Form No. 91 2. Notarized Affidavit of End-Use/Ownership 3. Authorization Letter (if authorized representative) 4. Signed and dated Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Certificate of non-local availability from CAAP for duty exemption purposes	- DOF website - Applicant/Requesting Party - Applicant/Requesting Party - Shipping Company - Shipper from country of origin - CAAP

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO	2.1 Check completeness of supporting documents.	None	15 minutes	Officer of the Day,
window	If incomplete, return to the applicant.			Tax Specialist Revenue Office
	2.2. Encode the required	None	30 minutes	Administrative
	entries in the TES-Lite.			Assistant Revenue Office
3. File application with	3.1 Receive the	None	1 hour	Administrative
supporting documents at the	application and generate			Officer Central Records
Central Records Management Division.	trace number for the application.			Management Division
3a. Receive emailed notice of	3.2 Generate an email-			
acceptance of application.	notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
3b. Receive emailed notice of	3.6.1 Generate an email-		Applicant is	
compliance.	notice of compliance thru		given 2 days to	
	TES-Lite and prepare a formal compliance letter if		comply with or address the	
	application has		deficiency(ies).	
	discrepancy(ies).		Otherwise, a	
			formal letter of	
			compliance is issued and the	
			application is	
			returned to the	
			applicant	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	vormoution, mopoution.			



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours 4 hours	Director III Revenue Office Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



b. R.A. No. 10863, Sec. 800(v) - Duty Free

Aircraft, engine, equipment, machinery, spare parts, and other such goods imported by and for the use of scheduled airlines with Congressional franchise

R.A. No. 10963, Sec. 109(T) – VAT Free

Sale, importation, or lease of aircraft, including engine, equipment and spare parts thereof for domestic or international transport operations

Office or Division:	Revenue Office - Customs and Tariff Division
Classification:	Complex
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	Airline Companies with Congressional Franchise

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS	WILKL TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
Tax Identification Number	- Bureau of Internal Revenue
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission
4. DTI Registration Number (if applicable)	- Department of Trade and Industry
5. BOI Registration Number (if applicable)	- Board of Investments
6. Email Address	- Requesting Party
7. Telephone Number	- Requesting Party
8. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
Completely filled-out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party
4. Signed and dated Bill of Lading/AWB	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
6. Certificate of non-local availability from CAAP for	- Civil Aviation Authority of the Philippines
duty exemption purposes	
If Aircroft.	
If Aircraft:	Applicant/Poguacting Porty
Board Resolution/Secretary's Certificate authorizing the importation of aircraft	- Applicant/Requesting Party
Entry Clearance from CAAP	- Civil Aviation Authority of the Philippines
3. Authority to Import/Lease from Civil Aeronautics	- Civil Aviation Authority of the Frillippines
Board	- Oivii Acionaulios Doalu
Authenticated/Apostillised/Notarized Lease	- Applicant/Requesting Party
Agreement/Deed of Sale	, pp. sant requesting raity
5. Latest Audited Financial Statements (last three (3)	- Applicant/Requesting Party
years if applicable)	11 11 11 11 11 11 11 11 11 11 11 11 11



CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON
		BE PAID		RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with or address the	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office



	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None None	4 hours 4 hours	Division Chief Revenue Office Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



c. R.A. No. 10863, Sec. 800(v) – Duty Free

Commissary and catering supplies, aviation gas, fuel and oil, whether crude or refined except when directly or indirectly used for domestic operations and such supplies imported by and for the use of scheduled airlines with Congressional franchise

R.A. 10963, Sec. 109(U) – VAT Free

Fuel, goods, and supplies by persons engaged in international air transport operations

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Office or Division:	Revenue Office - Customs and Tariff Division
Classification:	Complex
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	Airline Companies with Congressional Franchise

Allille Companies with Congressional Franchise				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee		- Requesting Party		
2. Tax Identification Nur	mber	- Bureau of Internal Revenue		
3. SEC Registration Nu	mber (if applicable)	- Securities and Exchange Commission		
4. DTI Registration Num	nber (if applicable)	- Department of Trade and Industry		
5. BOI Registration Nun	nber (if applicable)	- Board of Investments		
6. Email Address		- Requesting Party		
7. Telephone Number		- Requesting Party		
8. Official Address		- Requesting Party		
B. Broker/s, if any				
1. Tax Identification Nur	mber	- Bureau of Internal Revenue		
2. License Number		- Professional Regulation Commission		
3. Name of Broker		- Requesting Party		
4. Email Address		- Requesting Party		
5. Contact Number		- Requesting Party		
APPLICATION:				
Completely filled-out DOF-RO Form No. 91		- DOF website		
2. Notarized Affidavit of	End-Use/Ownership	- Applicant/Requesting Party		
3 Authorization Letter (if authorized representative)		- Applicant/Requesting Party		

- 3. Authorization Letter (if authorized representative)
- 4. Signed and dated Bill of Lading/AWB
- 5. Commercial Invoice (Packing List, if applicable)
- Certificate of non-local availability from CAAP for duty exemption purposes
- Applicant/Requesting Party
- Shipping Company
- Shipper from country of origin
- Civil Aviation Authority of the Philippines

daty exemplien parposes					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office	



2. Present the application and supporting documents at RO window	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			Division
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
Oh Dansiya amailad	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with or address the	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.3.14 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management
4 Despite availed	TEI to BOC.			Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



3. Granting of Tax Exemption on Importations of Domestic Shipping Lines and Airline Companies without Congressional Franchise

a. R.A. No. 10963, Sec. 109(T) – VAT Free Sale, importation or lease of passenger or cargo vessels, including engine, equipment and spare parts

' '	
Office or	Revenue Office - Customs and Tariff Division
Division:	
Classification:	Complex
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	Domestic Shipping Lines

Who may avail: Domestic Shipping Lines				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee	- Requesting Party			
2. Tax Identification Number	- Bureau of Internal Revenue			
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission			
4. DTI Registration Number (if applicable)	- Department of Trade and Industry			
5. BOI Registration Number (if applicable)	- Board of Investments			
6. Email Address	- Requesting Party			
7. Telephone Number	- Requesting Party			
8. Official Address	- Requesting Party			
B. Broker/s, if any				
Tax Identification Number	- Bureau of Internal Revenue			
2. License Number	- Professional Regulation Commission			
3. Name of Broker	- Requesting Party			
4. Email Address	- Requesting Party			
5. Contact Number	- Requesting Party			
APPLICATION:				
1. Completely filled-out DOF-RO Form No. 91	- DOF website			
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party			
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party			
4. Signed and dated Bill of Lading/AWB/	- Shipping Company/Applicant/Requesting Party			
Authenticated/Apostillised Protocol of Delivery and				
Acceptance				
5. Commercial Invoice/Bill of Sale/Blue Book Value	- Shipper from country of origin			
6. Secretary's Certificate authorizing the importation	- Applicant/Requesting Party			
of vessel	, , , , , , , , , , , , , , , , , , ,			
7. Letter Authority to Acquire from MARINA	- MARINA			
8. Registration from MARINA	- MARINA			
9. Certificate of Amended CPC issued by DSS for	- MARINA-Domestic Shipping Services			
VAT Exemption	🧯			
10. Ferrying Permit for Radio and Communication	- National Telecommunications Commission			
System and Accessories from National				
Telecommunications Commission				
11. Certificate of Registration and Articles of	- Securities and Exchange Commission			
Incorporation from Securities and Exchange	-			
Commission				
12. Certification from Bureau of Internal Revenue	- Bureau of Internal Revenue			
13. Latest Audited Financial Statements (last three				
(3) years if applicable)	- Applicant/Requesting Party			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email-notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,



3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division



4. Receive emailed notice of release of result of application.	4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	4 days 5 hours and 12 minutes	



b. R.A. No. 10963	3, Sec. 109(T) – VAT Free			
Sale, importation	Sale, importation or lease of aircraft, including engine, equipment and spare parts			
Office or Division:	Office or Division: Revenue Office - Customs and Tariff Division			
Classification:	Complex			
Type of	G2B - Government-to-Busi	ness		
Transaction:				
Who may avail:	Airline Companies without	Congressional Franchise		
CHECKLIST (OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRA	ATION:			
A. Applicant				
1. Name of Consignee		- Requesting Party		
2. Tax Identification No		- Bureau of Internal Revenue		
3. SEC Registration N		- Securities and Exchange Commission		
4. DTI Registration Nu	` ,	- Department of Trade and Industry		
5. BOI Registration Nu	mber (if applicable)	- Board of Investments		
6. Email Address		- Requesting Party		
7. Telephone Number		- Requesting Party		
8. Official Address B. Broker/s , if any		- Requesting Party		
1. Tax Identification No	ımher	- Bureau of Internal Revenue		
2. License Number	anibei	- Professional Regulation Commission		
3. Name of Broker		- Requesting Party		
4. Email Address		- Requesting Party		
5. Contact Number		- Requesting Party		
		1 3 ,		
APPLICATION:	4 DOE DO Farra No. 04	DOE wakeite		
	t DOF-RO Form No. 91	- DOF website		
2. Notarized Affidavit of	•	- Applicant/Requesting Party- Applicant/Requesting Party		
4. Signed and dated B	(if authorized representative)	- Applicant/Requesting Farty - Shipping Company		
	/Bill of Sale/Blue Book Value	- Shipper from country of origin		
6. Secretary's Certification		- Applicant/Requesting Party		
importation of aircra	_	, and the second of the second		
7. Special Landing Per		- Bureau of Customs/Civil Aviation Auhtority of the		
Clearance from CAA		Philippines		
8. Certificate of Non-Lo	ocal Availability and Aircraft			
Reservation Numbe	r from CAAP	- CAAP		
If Aircraft:	-1-	CAAD		
9. Air Operator Certific		- CAAP		
	Lease from Civil Aeronautics	- Civil Aeronautics Board		
Board 11. Certificate of Public	Convenience and	- Civil Aeronautics Board		
Necessity	S CONVENIENCE AND	- Omi Actoriaulica Dualu		
	dio Communication System	- National Telecommunications Commission		
and Accessories	and definition and a definition of the second	Tallana Tallaanina Commission		
	cated Lease Agreement	- Applicant/Requesting Party		
(if applicable)	3			
` ,	rticles of Incorporation from	- Securities and Exchange Commission		
SEC	-	-		
15. Certificate of Regis		- BIR		
16. Latest Audited Fina	ancial Statements (last three	- Applicant/Requesting Party		

(3) years if applicable)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,



3b. Receive emailed notice of compliance.	(TEI) if application is sufficient. 3.6.1 Generate an emailnotice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of	None	2 hours	Administrative Assistant Revenue Operations Group
	compliance and supporting documents to CRMD for release. 3.13 Prepare the approved TEI/formal letter of	None	8 hours 12 minutes	Administrative Officer
	compliance for release. 3.14 Deliver the approved TEI to BOC.			Central Records Management Division



4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	4 days 5 hours and 12 minutes	



c. R.A. No. 10963, Sec. 109(U) – VAT Free		
Fuel, goods and	d supplies used for international air transport operations	
Office or Division:	Revenue Office - Customs and Tariff Division	
Classification:	Complex	
Type of	G2B - Government-to-Business	
Transaction:		
Who may avail:	Airline Companies without Congressional Franchise	

	WILEDE TO SECURE		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant	- Requesting Party		
1. Name of Consignee	- Bureau of Internal Revenue		
2. Tax Identification Number	- Securities and Exchange Commission		
3. SEC Registration Number (if applicable)	- Department of Trade and Industry		
4. DTI Registration Number (if applicable)	- Board of Investments		
5. BOI Registration Number (if applicable)	- Requesting Party		
6. Email Address	- Requesting Party		
7. Telephone Number	- Requesting Party		
8. Official Address			
B. Broker/s, if any	- Bureau of Internal Revenue		
Tax Identification Number	- Professional Regulation Commission		
2. License Number	- Requesting Party		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number			
APPLICATION:			
1. Completely filled-out DOF-RO Form No. 91	- DOF website		
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party		
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party		
4. Signed and dated Bill of Lading/AWB	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is	Action Officer (Tax Specialist II, Sr. Tax Specialist,
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Division Chief Revenue Office



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC. 4.1 Generate an emailnotice to applicant thru TESLite either of the following:	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	a. the release of TEI b. the release of letter for compliance thru postal mail. TOTAL:		4 days 5 hours and	
			12 minutes	



	O 400(II)) (AT E			
d. R.A. No. 10963, Sec. 109(U) – VAT Free				
	d supplies used for international shipping			
	Revenue Office - Customs and Tariff Division			
Division:	O I			
	Complex			
7 1	G2B - Government-to-Business			
Transaction:				
Who may avail:	Domestic Shipping Lines			
CHECKLIST	OF REQUIREMENTS WHERE TO SECURE			CURE
ONE TIME DECISED A	TION			
ONE-TIME REGISTRA	TION:	Doguactica	Dorty	
A. Applicant		- Requesting	nternal Revenue	
Name of Consignee Tax Identification Nur	mhor		nd Exchange Cor	nminnian
			•	
3. SEC Registration Num		- Board of Inv	of Trade and Inde	usuy
4. DTI Registration Num5. BOI Registration Num	` ,	- Requesting		
6. Email Address	Tiber (II applicable)	- Requesting		
7. Telephone Number		- Requesting	•	
8. Official Address		- ixequesting	raity	
B. Broker/s, if any		- Rureau of Ir	nternal Revenue	
1. Tax Identification Nur	mher		I Regulation Com	mission
2. License Number	mber	- Requesting		1111331011
3. Name of Broker		- Requesting Party		
4. Email Address		- Requesting Party - Requesting Party		
5. Contact Number	requesting	1 arty		
APPLICATION:				
1. Completely filled-out DOF-RO Form No. 91		- DOF websit	Δ	
2. Notarized Affidavit of			equesting Party	
	(if authorized representative)		equesting Party	
4. Signed and dated Bill	• • • • • • • • • • • • • • • • • • • •	- Shipping Co		
_	(Packing List, if applicable)		n country of origin	1
6. MARINA Registration		- MARINA	oodinii y or origini	•
7. SEC Registration		- Secutrities and Exchange Commission		
8. BIR Registration		- Bureau of Internal Revenue		
•	cial Statements (last three (3)	- Applicant/Requesting Party		
years if applicable)	(3.2		- 4	
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. One-time	1.1 Assist the applicant in	None	45 minutes	Administrative
registration thru RO	encoding the required entries.			Assistant
Kiosk or on-line to				Revenue Office
provide corporate/				
individual				
information and				
upload the				
documents in				
support of				
registration.				
First time applicant start from Stop 1				
from Step 1 • Registered applicant				
start from Step 2				



	1.2.			
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email-notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.3.4 Route the application and supporting documents to			
	appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office



	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	to BOC. 4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



4. Granting of Tax Exemption on Importations of Telecommunication Companies with Congressional Franchise

R.A. No. 4540, Sec. 3(a) as amended by R.A. No. 7229

Equipment and machineries, and spare parts necessary in the operations of Globe Telecom, Inc.

Office or Division:	Revenue Office - Customs and Tariff Division
Classification:	Complex
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	Globe Telecom, Inc.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION:		
A. Applicant		
1. Name of Consignee	- Requesting Party	
2. Tax Identification Number	- Bureau of Internal Revenue	
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission	
4. DTI Registration Number (if applicable)	- Department of Trade and Industry	
5. BOI Registration Number (if applicable)	- Board of Investments	
6. Email Address	- Requesting Party	
7. Telephone Number	- Requesting Party	
8. Official Address	- Requesting Party	
B. Broker/s, if any		
Tax Identification Number	- Bureau of Internal Revenue	
2. License Number	- Professional Regulation Commission	
3. Name of Broker	- Requesting Party	
4. Email Address	- Requesting Party	
5. Contact Number	- Requesting Party	
APPLICATION:		
1. Completely filled-out DOF-RO Form No. 91	- DOF website	
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party	
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party	
4. Signed and dated Bill of Lading/AWB	- Shipping Company	
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin	
6. Certification from NTC	- National Telecommunications Commission	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with or address the	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC. 4.1 Generate an emailnotice to applicant thru TES-Lite either of the following: a. the release of TEI	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



5. Granting of Tax Exemption on Importations of Philippine Amusement and Gaming Corporation (PAGCOR)

P.D. No. 1869, Sec. 13(1)

Gaming equipment and/or paraphernalia necessary in the operations of PAGCOR

Office or	Revenue Office - Customs and Tariff Division
Division:	
Classification:	Complex
Type of	G2G- Government-to-Government
Transaction:	
Who may avail:	PAGCOR

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
1. Completely filled-out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party
4. Signed and dated Bill of Lading/AWB	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
6. Franchise	- Applicant/Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on- line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



0. December 1	0.4.0h a sh a san 1.1	NI.	45' (0#:
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email-notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director III Revenue Office



	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email-notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Deliver the approved TEI to BOC.			
4. Receive emailed notice of release of result of application.	4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



6. Granting of Tax Exemption on Importations of San Miguel Aerocity, Inc.

R.A No. 11506, Sec. 16

Equipment, machinery, and other goods necessary in the construction, development, establishment, and operation of the airport and airport city by San Miguel Aerocity, Inc.

ootabiloriiriorit, aria	octabilitions, and operation of the amport and amport only by our migder referency, me.		
Office or Division:	Revenue Office - Customs and Tariff Division		
Classification:	Complex		
Type of	G2B- Government-to-Business		
Transaction:			
Who may avail:	San Miguel Aerocity, Inc.		

3			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. SEC Registration Number (if applicable)	- Requesting Party		
4. DTI Registration Number (if applicable)	- Requesting Party		
5. BOI Registration Number (if applicable)	- Requesting Party		
6. Email Address			
7. Telephone Number	- Bureau of Internal Revenue		
8. Official Address	- Professional Regulation Commission		
B. Broker/s, if any	- Requesting Party		
Tax Identification Number	- Requesting Party		
2. License Number	- Requesting Party		
3. Name of Broker			
4. Email Address			
5. Contact Number			
APPLICATION:			
Completely filled-out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party		
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party		
4. Signed and dated Bill of Lading/AWB	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
6. Certification from CAAP that the goods shall be	- Civil Aviation Authority of the Philippines		
used exclusively for the construction,			
development, establishment, and operation of			
airport and airport city			
7. Completely filled-out DOF-RO Form No. 156	- Applicant/Requesting Party		
(if partial shipment)			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



2. Present the application and supporting documents at RO window	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.3a. Receive emailed	3.1 Receive the application and generate trace number for the application. 3.2 Generate an email-	None	1 hour	Administrative Officer Central Records Management Division
notice of acceptance of application.	notice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to			
	respective RO Divisions thru TES-Lite. 3.4 Route the application			
	and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Division Chief Revenue Office



	T	T		T
	shipment requires			
	verification/inspection.			
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires	None	4 hours	Director III Revenue Office
	verification/inspection 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



7. Issuance of clearance to transfer previously imported duty/tax free goods a. R.A. No. 10863, Sec. 800(v) and R.A. No. 10963, Sec. 107(B)

a. R.A. No. 10863, Sec. 800(v) and R.A. No. 10963, Sec. 107(B)

Clearance to transfer of operation/ownership of aircraft from exempt to another exempt entity

Critity	
Office or Division:	Revenue Office - Customs and Tariff Division
Classification:	Complex
Type of	G2B- Government-to-Business
Transaction:	
Who may avail:	Airline Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. SEC Registration Number (if applicable)	- Requesting Party
4. DTI Registration Number (if applicable)	- Requesting Party
5. BOI Registration Number (if applicable)	- Requesting Party
6. Email Address	
7. Telephone Number	- Bureau of Internal Revenue
8. Official Address	- Professional Regulation Commission
B. Broker/s, if any	- Requesting Party
Tax Identification Number	- Requesting Party
2. License Number	- Requesting Party
3. Name of Broker	
4. Email Address	
5. Contact Number	
APPLICATION:	
Completely filled-out DOF-RO Form No. 91	- DOF Website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party
4. Previously issued Tax Exemption Indorsement	- Department of Finance – Revenue Office
(TEI) with supporting documents:	
- Import Bill of Lading/Airway Bill	- Shipping Company
- Commercial Invoice	- Shipper from country of origin
- Certification from CAAP	- CAAP
- Notarized Lease Agreement	- Applicant/Requesting Party
- Indorsement from BOC	- Bureau of Customs
5. Board Resolution/Secretary's Certificate	- Applicant/Requesting Party
authorizing the transfer of ownership/operation of	
aircraft (both parties)	
6. Authority to Lease/Purchase from CAB	- Civil Aeronautics Board
7. Notarized Lease Agreement/Deed of Sale	- Applicant/Requesting Party
8. Latest Audited Financial Statements (last three	- Applicant/Requesting Party
(3) years if applicable)	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Non-TEI letter if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,



3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office
	3.7 Review draft Non-TEI letter/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft Non-TEI letter/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director III Revenue Office
	3.9 Review draft Non-TEI letter/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the Non-TEI letter/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved Non-TEI letter/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved Non-TEI letter/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division



4. Receive emailed notice of release of result of application.	3.14 Deliver the approved Non-TEI letter to BOC. 4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of Non-TEI letter b. the release of letter for compliance thru postal mail.		
	TOTAL:	4 days 5 hours and 12 minutes	



				<u> </u>
	63, Sec. 800(par. 1) and R.A.			
	the sale of aircraft from exen			
Office or	Revenue Office - Customs	Revenue Office - Customs and Tariff Division		
Division:				
Classification:	Complex	Complex		
Type of	G2B- Government-to-Busin	ess		
Transaction:				
Who may avail:	Airline Companies			
CHECKLIST	OF REQUIREMENTS	,	WHERE TO SECU	RE
ONE-TIME REGISTR	ATION:			
A. Applicant				
1. Name of Consigned	e	- Requesting Pa	arty	
2. Tax Identification N	umber	- Bureau of Inte	rnal Revenue	
3. SEC Registration N	lumber (if applicable)	- Requesting Pa	arty	
4. DTI Registration Nu		- Requesting Pa	arty	
5. BOI Registration No	umber (if applicable)	- Requesting Pa	arty	
6. Email Address				
7. Telephone Number		- Bureau of Inte	rnal Revenue	
8. Official Address			egulation Commis	sion
B. Broker/s, if any		- Requesting Pa	•	
Tax Identification N	umber	- Requesting Pa		
2. License Number		- Requesting Pa	arty	
3. Name of Broker				
4. Email Address				
5. Contact Number APPLICATION:				
	ut DOF-RO Form No. 91	- DOF Website		
	of End-Use/Ownership		uceting Party	
	r (if authorized representative)	Applicant/Requesting PartyApplicant/Requesting Party		
	ax Exemption Indorsement	- Department of Finance – Revenue Office		
(TEI) with supporting	•	Bopartinoni or	Timarioo Trovoria	0 011100
- Import Bill of La		- Shipping Com	panv	
- Commercial In		- Shipper from country of origin		
- Certification fro	om CAAP	- Civil Aviation Auhtority of the Philippines		
- Notarized Leas	se/Purchase Agreement/Deed	- Applicant/Req	uesting Party	
of Sale				
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
1. One-time	1.1 Assist the applicant in	None	45 minutes	Administrative
registration thru RO	encoding the required			Assistant
Kiosk or on-line to	entries.			Revenue Office
provide corporate/				
individual				
information and				
upload the				
documents in				
support of				
registration. • First time applicant start				
from Step 1				
Registered applicant stort from Ston 2				
start from Step 2				



2. Present the application and supporting documents at RO window	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Non-TEI letter if application is sufficient.	None	4 hours Applicant is	Action Officer (Tax Specialist II, Sr. Tax Specialist,
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office



	2.7 Davious droft Non TEL	None	4 hours	Division Chief
	3.7 Review draft Non-TEI letter/formal letter of	None	4 hours	Division Chief Revenue Office
	compliance. Assessment is			
	also made whether the			
	shipment requires			
	verification/inspection.			
	3.8 Review draft Non-TEI	None	4 hours	Director III
	letter/formal letter of			Revenue Office
	compliance. Assessment is			
	also made whether the shipment requires			
	verification/inspection			
	3.9 Review draft Non-TEI	None	4 hours	Director IV
	letter/formal letter of	None	+ 110u13	Revenue Office
	compliance. Assessment is			
	also made whether the			
	shipment requires			
	verification/inspection			
	3.10 Review/approve the	None	8 hours	Assistant
	Non-TEI letter/formal letter			Secretary or
	of compliance.			Undersecretary,
				Revenue Operations Group
3c. Receive email	3.11 Generate an email-	None	2 hours	Administrative
that the application	notice to the applicant thru	None	2 110013	Assistant
has been acted	TES-Lite that the application			Revenue Operations
upon by the	has been acted upon and			Group
Revenue Office and	will be forwarded to CRMD			
will be forwarded to	for release.			
CRMD for release.				
	3.12 Transmit the approved			
	Non-TEI letter/formal letter			
	of compliance and			
	supporting documents to			
	CRMD for release. 3.13 Prepare the approved	None	8 hours	Administrative
	Non-TEI letter/formal letter	None	12 minutes	Officer
	of compliance for release.		12 minutes	Central Records
	or compliance for release.			Management
	2.44 Daliusa tha an			Division
	3.14 Deliver the approved			
4. Receive emailed	Non-TEI letter to BOC. 4.1 Generate an email-			
notice of release of	notice to applicant thru TES-			
result of application.	Lite either of the following:			
. count of application.	a. the release of Non-TEI			
	letter			
	b. the release of letter for			
	compliance thru postal mail.			
	TOTAL:		4 days	
			5 hours and	
			12 minutes	



c. R.A. No. 10863, Sec. 800(par. 1) and R.A. No. 10963, Sec. 107(B)
Clearance to return/re-export the leased aircraft, gaming equipment, and paraphernalia, and telecommunications equipment, parts and accessories

teleconinarioatione equipment, parte and accessories		
Office or Division:	Revenue Office - Customs and Tariff Division	
Classification:	Complex	
Type of	G2G- Government-to-Government	
Transaction:	G2B- Government-to-Business	
Who may avail:	Airline Companies/Globe Telecom, Inc./PAGCOR	

Title Illay areali	7 tirilirio Gorriparilos, Globo	. 5.555,5		
CHECKLIST OF	F REQUIREMENTS	WHERE TO SEC	URE	
ONE-TIME REGISTRAT	ΓΙΟΝ:			
A. Applicant				
1. Name of Consignee		- Requesting Party		
2. Tax Identification Nun	nber	- Bureau of Internal Revenue		
3. SEC Registration Nun	nber (if applicable)	- Requesting Party		
4. DTI Registration Num	ber (if applicable)	- Requesting Party		
5. BOI Registration Num	nber (if applicable)	- Requesting Party		
6. Email Address				
7. Telephone Number		- Bureau of Internal Revenue		
8. Official Address		- Professional Regulation Commi	ssion	
B. Broker/s, if any		- Requesting Party		
1. Tax Identification Nun	nber	- Requesting Party		
2. License Number		- Requesting Party		
3. Name of Broker				
4. Email Address				
5. Contact Number				
APPLICATION:				
1. Completely filled-out [DOF-RO Form No. 91	- DOF Website		
2. Notarized Affidavit of	End-Use/Ownership	- Applicant/Requesting Party		
3. Authorization Letter (if	f authorized representative)	- Applicant/Requesting Party		
4. Previously issued Tax	Exemption Indorsement	- Department of Finance - Rever	nue Office	
(TEI) with supporting	documents:			
- Import Bill of Lading/Airway Bill		- Shipping Company		
- Commercial Invoice		- Shipper from country of origin		
If Aircraft:				
- Certification from CAAP		- Civil Aviation Authority of the Ph	nilippines	
 Notarized Lease 	Agreement	- Applicant/Requesting Party		
5. Notarized Lease Term	nination Agreement	- Applicant/Requesting Party		
(if applicable)				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



2. Present the application and supporting documents at RO window	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed	3.1 Receive the application and generate trace number for the application.3.2 Generate an email-	None	1 hour	Administrative Officer Central Records Management Division
notice of acceptance of application.	notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Non-TEI letter if application is sufficient.	None	4 hours Applicant is given 2 days to comply	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft Non-TEI letter/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office



	3.8 Review draft Non-TEI letter/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director III Revenue Office
	3.9 Review draft Non-TEI letter/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the Non-TEI letter/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved Non-TEI letter/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved Non-TEI letter/formal letter of compliance for release. 3.14 Deliver the approved Non-TEI letter to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of Non-TEI letter b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	



1. Granting of Tax Exemption on Diplomatic Importations

Section 800 (I) of R.A. 10863 (CMTA) and Section 109(k) of the NIRC, as amended Diplomatic goods and vehicle for official, personal and family use of foreign embassies, legations, and other agencies of foreign governments and its members, consular officers and other representatives of foreign governments.

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of	G2G- Government to Government
Transaction:	
Who may avail:	Diplomatic entities or personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Email Address	- Requesting Party		
3. Telephone Number	- Requesting Party		
4. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number	- Requesting Party		
APPLICATION:			
Completely filled—out DOF-RO Form No.	- DOF website		
91	- Shipping Company		
2. Signed and dated Bill of Lading /Air	- Shipper from country of origin		
Waybill	- Department of Foreign Affairs		
3. Commercial Invoice (Packing List, if	- Importing Embassy		
applicable)			
4. DFA recommendation			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			

5. Note Verbale from the Embassy



2. Present the application and supporting documents at the Central Records Management Division. (For documents originating from DFA) 3. File application with supporting documents at the CRMD.	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant 3.1 Receive the application and supporting documents, encode required entries in the TES-Lite and generate trace number for the application. If incomplete, return to applicant. 3.2 Generate an email-notice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-	None	1 hour	Administrative Officer Central Records Management Division
	respective RO			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office



3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspectio n.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspectio n.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspectio n.	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email-notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
	3.12 Prepare the approved TEI/formal	None	8 hours 12 minutes	Administrative Officer Central Records Management Division



	letter of compliance for release.		
	3.13 Deliver the approved TEI to BOC.		
4. Receive emailed notice of release of result of application.	4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	4 days 27 minutes	



2. Granting of Tax Exemption on Importations under International Agreements

a. Article 24 of the Convention on International Civil Aviation (Chicago Convention of 1944), and Clause 4.38, 4.41 and 4.45 of Annex 9, Facilitation (Fifteenth Edition) Stores and commissary supplies, ground and security equipment, component parts, instructional materials, training aids, stores and airline documents of airlines of International Civil Aviation Organization (ICAO) member countries.

	5 (1 - 1, 1 - 11 - 11 - 11		
Office or	Revenue Office - Internal Revenue Division		
Division:			
Classification:	Complex		
Type of G2B- Government-to-Business			
Transaction:			
Who may avail:	International airlines (members of ICAO)		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
Tax Identification Number	- Bureau of Internal Revenue
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission
4. DTI Registration Number (if applicable)	- Department of Trade and Industry
5. BOI Registration Number (if applicable)	- Board of Investments
6. Email Address	- Requesting Party
7. Telephone Number	- Requesting Party
8. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
 Completely filled-out DOF-RO Form No. 	- DOF website
91	- Applicant/Requesting party
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized	- Shipping Company
representative)	- Shipper from country of origin
4. Signed and dated Bill of Lading /Air	- Civil Aviation Authority of the Philippines
Waybill	- National Telecommunications Commission
5. Commercial Invoice (Packing List, if	
applicable)	
6. CAAP Certification	
7. NTC Clearance, if applicable	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



ala avvas a ata !:-	<u> </u>			
documents in				
support of				
registration.				
First time applicant start from Stan 4	1.2 Approve the			
from Step 1 • Registered applicant	registration if the			
start from Step 2	uploaded documents			
	and encoded data are			
	complete and correct.			
2. Present the	2.1 Check	None	15 minutes	Officer of the Day,
application and	completeness of			Tax Specialist
supporting	supporting			Revenue Office
documents at RO	documents. If			Trovende emise
window	incomplete, return to			
	the applicant			
	2.2. Encode the	None	30 minutes	Administrative
	required entries in the			Assistant
	TES-Lite system.			Revenue Office
	120 Ene oyerenii			
3. File application	3.1 Receive the	None	1 hour	Administrative Officer
with supporting	application and			Central Records
documents at the	generate trace			Management Division
Central Records	number for the			
Management	application.			
Division.				
3a. Receive emailed	3.2 Generate an			
notice of acceptance	email-notice to			
•	applicant on the			
	receipt of application			
	thru TES-Lite.			
	3.3 Assign application			
	to respective RO			
	Divisions thru TES-			
	Lite.			
	3.4 Route the			
	application and			
	supporting documents			
	to appropriate RO Divisions.			
		None	20 minutes	Division Chief
	3.5 Assign application	None	30 minutes	Division Chief
	to Action Officer.			Revenue Office
	3.6. Process the	None	4 hours	Action Officer (Tax
	application and draft	1 10110	Tilouis	Specialist II, Sr. Tax
	the Tax Exemption			Specialist,
	Indorsement (TEI) if			Supervising Tax
	application is			Specialist)
	sufficient.			Revenue Office
	Sufficient.			Neveriue Office



3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant. 4 hours	Division Chief
	TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None		Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email-notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal	None	8 hours 12 minutes	Administrative Officer



	letter of compliance for release.		Central Records Management Division
4. Receive emailed notice of release of result of application.	3.14 Deliver the approved TEI to BOC. 4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	4 days 5 hours 12 minutes	



b. Section 9(a), (b), (c), 19(f) and 21 of the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations

Goods for official use of UN specialized agencies and household goods and personal effects of executive head and its officials.

Office or Division:		Revenue Office - Internal Revenue Division
Classification: Complex		Complex
	Type of Transaction:	G2G - Government-to-Government
	Who may avail:	Specialized Agencies of the United Nations

epodalized Agendes of the entired Nations			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Email Address	- Requesting Party		
3. Telephone Number	- Requesting Party		
4. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number	- Requesting Party		
APPLICATION:			
1. Completely filled-out DOF-RO Form No. 91	- DOF website		
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company		
3. Commercial Invoice (Packing List, if	- Shipper from country of origin		
applicable)	- Department of Foreign Affairs		
4. DFA recommendation	- United Nations organization		
5. Letter request by the Agency			

o. Lotter request by the rigority				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records Management Division.	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division



(For documents				<u> </u>
originating from DFA)				
originating nom bi A)				
3. File application with	3.1 Receive the			
supporting documents at	application and			
the CRMD.	supporting			
	documents, encode			
	required entries in the			
	TES-Lite and			
	generate trace			
	number for the			
On Descive arealled	application.			
3a. Receive emailed	3.2 Generate an			
notice of acceptance of application.	email-notice to applicant on the			
application.	receipt of application			
	thru TES-Lite.			
	3.3 Assign application			
	to respective RO			
	Divisions thru TES-			
	Lite.			
	3.4 Route the			
	application and			
	supporting documents			
	to appropriate RO			
	Divisions.		00 : 1	D: : : O! : f
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	to Action Officer.			revenue omee
	3.6. Process the	None	4 hours	Action Officer
	application and draft			(Tax Specialist II,
	the Tax Exemption			Sr. Tax Specialist,
	Indorsement (TEI) if			Supervising Tax
	application is			Specialist)
	sufficient.		A 11 ()	Revenue Office
3b. Receive emailed	3.6.1 Generate an	None	Applicant is	
notice of compliance.	email-notice of		given 2 days to	
	compliance thru TES- Lite and prepare a		comply with or address the	
	formal compliance		deficiency(ies).	
	letter if application		Otherwise, a	
	has discrepancy(ies).		formal letter of	
			compliance is	
			issued and the	
			application is	
			returned to the	
			applicant.	
	3.7 Review draft	None	4 hours	Division Chief
	TEI/formal letter of			Revenue Office
	compliance.			
	Assessment is also			
T .	made whether the		1	



	shipment requires			
	verification/inspection.			
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email-notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 4 hours 27 minutes	



3. Granting of Tax Exemption on Importations under Bilateral Agreements

a. Article 6(b), Agreement between the Government of the Philippines and the Asian Productivity Organization (APO)

Printing supplies, materials and equipment for the production operations of the APO production unit.

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2B - Government-to-Business
Who may avail:	APO Production Unit

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. Email Address	- Requesting Party		
4. Telephone Number	- Requesting Party		
5. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number	- Requesting Party		
APPLICATION:			
Completely filled-out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party		
3. Authorization letter (if authorized representative)	- Applicant/Requesting party		
4. Signed and dated Bill of Lading/Air Waybill	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office	
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management	
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.				Division
	3.3 Assign application to respective RO Divisions thru TES-Lite.				
	3.4 Route the application and supporting documents to appropriate RO Divisions.				
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office	
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax	
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office	
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office	
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office	



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management
4. Receive emailed notice of release of result of application.	3.14 Deliver the approved TEI to BOC. 4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Division
	TOTAL:		4 days 5 hours 12 minutes	



b. Article VIII D(4), I.2 and 3 of the Host Country Agreement between Government of the Republic of the Philippines and the ASEAN Centre for Biodiversity (ACB) Goods for the official use of ASEAN Centre for Biodiversity and furniture, personal effects and other goods of the ACB executive director, non-Filipino officers, staff and consultants.

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of	G2G - Government-to-Government
Transaction:	
Who may avail:	ASEAN Center for Biodiversity

AOLAN Center for Blouversity			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Email Address	- Requesting Party		
3. Telephone Number	- Requesting Party		
4. Official Address	- Requesting Party - Bureau of Internal Revenue - Professional Regulation Commission - Requesting Party - Requesting Party - Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number	- Requesting Party		
APPLICATION:			
1. Completely filled-out DOF-RO Form No. 91	- DOF website		
2. Signed and dated Bill of Lading/Air Waybill	- Shipping Company		
3 Commercial Invoice (Packing List if	- Shipper from country of origin		

- 3. Commercial Invoice (Packing List, if applicable)
- 4. DFA recommendation
- 5. Letter request from ACB

- Shipper from country of origin
- Department of Foreign Affairs
- ASEAN Centre for Biodiversity

5. Letter request from At				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at the Central Records Management Division. (For documents originating from DFA) 3. File application with supporting documents at the CRMD.	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant. 3.1 Receive the application and supporting documents, encode required entries in the TES-Lite and generate trace	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	number for the application. 3.2 Generate an email-notice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO			
	Divisions. 3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ie s). Otherwise, a formal letter of compliance is issued and the application is returned	



			to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email-notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal	None	8 hours 12 minutes	Administrative Officer



	letter of compliance for release.		Central Records Management Division
	3.14 Deliver the approved TEI to BOC.		
4. Receive emailed notice of release of result of application.	4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	4 days 4 hours 27 minutes	



c. Article IV, Sections 21, 24 and 26 of the Agreement between the Republic of the Philippines and the International Center for Living and Aquatic Resources Management to establish the Office of the Worldfish Center in the Philippines

Official goods, personal effects and furniture of non-Filipino personnel of the office of the Worldfish Center in the Philippines.

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G - Government-to-Government
Who may avail:	International Center for Living Aquatic Resources Management

Type of Transaction:	G2G - Government-to-Government				
Who may avail:	International Center for Living Aquatic Resources Management				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
ONE-TIME REGISTRATION:					
A. Applicant					
1. Name of Consignee		- Requesting Party			
2. Email Address		- Requesting Party			
3. Telephone Number		- Requesting Party			
4. Official Address		- Requesting Party			
B. Broker/s, if any					
Tax Identification Number	er	- Bureau of Internal Revenue			
2. License Number		- Professional Regulation Commission			
3. Name of Broker		- Requesting Party			
4. Email Address		- Requesting Party			
5. Contact Number		- Requesting Party			
APPLICATION:					
Completely filled—out DOF-RO Form No. 91		- DOF website			
2. Signed and dated Bill o		- Shipping Company			
3. Commercial Invoice (Packing List, if applicable)		- Shipper from country of origin			
4. DFA recommendation		- Department of Foreign Affairs			
5. Letter request from ICLARM		- International Center for Living Aquatic Resources			

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2 	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records Management Division. (For documents originating from DFA)	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division



3. File application with	3.1 Receive the			
supporting documents at the CRMD.	application and supporting documents, encode required entries in the TES-Lite and generate trace number			
	for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.3.4 Route the application			
	and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of	None	4 hours	Director IV



	compliance. Assessment is also made whether the shipment requires verification/inspection.			Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC. 4.1 Generate an emailnotice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	TOTAL:		4 days 4 hours 27 minutes	



d. Article 2(2), 2(5), 3(1) and 5(3)(g), of the Headquarters Agreement between the Government of the Republic of the Philippines (GOP) and the International Committee of the Red Cross (ICRC) Goods and motor vehicle for official use, relief supplies, property, furniture, effects and household equipment of the ICRC and its non-Filipino delegates and alien employees.

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G - Government-to-Government
Who may avail:	International Committee of the Red Cross

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Email Address	- Requesting Party
3. Telephone Number	- Requesting Party
4. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
Completely filled—out DOF-RO Form No. 91	- DOF website
2. Signed and dated Bill of Lading/Air Waybill	- Shipping Company
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
4. DFA recommendation	- Department of Foreign Affairs
5. Letter request from ICRC	- International Committee of the Red Cross

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records Management Division.	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division



(For documents				
originating from DFA)				
2 File application with	3.1 Receive the			
3. File application with supporting documents at	application and			
the CRMD.	supporting documents,			
	encode required entries in the TES-Lite and			
	generate trace number			
	for the application.			
3a. Receive emailed	3.2 Generate an email-			
notice of acceptance of	notice to applicant on			
application.	the receipt of application thru TES-Lite.			
	3.3 Assign application to			
	respective RO Divisions thru TES-Lite.			
	3.4 Route the application			
	and supporting documents to			
	appropriate RO			
	Divisions.			5111
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the	None	4 hours	Action Officer
	application and draft the			(Tax Specialist II, Sr. Tax Specialist,
	Tax Exemption Indorsement (TEI) if			Supervising Tax
	application is sufficient.			Specialist)
3b. Receive emailed	3.6.1 Generate an email-	None	Applicant is	Revenue Office
notice of compliance.	notice of compliance thru TES-Lite and		given 2 days to comply with or	
	prepare a formal		address the	
	compliance letter if		deficiency(ies).	
	application has		Otherwise, a formal letter of	
	discrepancy(ies).		compliance is	
			issued and the	
			application is	
			returned to the applicant.	
	3.7 Review draft	None	4 hours	Division Chief
	TEI/formal letter of compliance. Assessment			Revenue Office
	is also made whether			
	the shipment requires			
	verification/inspection.	Nlane	4 5	Dina star III
	3.8 Review draft TEI/formal letter of	None	4 hours	<i>Director III</i> Revenue Office
	compliance. Assessment			



is also made whether the shipment requires verification/inspection. 3.9 Review draft None 4 hours Director IV Revenue Office compliance. Assessment is also made whether the shipment requires verification/inspection. 3.10 Review/approve the TEI/formal letter of Secretary or
verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.10 Review/approve the TEI/formal letter of None 8 hours Assistant Secretary or
3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.10 Review/approve the TEI/formal letter of Secretary or
TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.10 Review/approve the TEI/formal letter of Revenue Office Revenue Office Revenue Office Revenue Office Revenue Office
compliance. Assessment is also made whether the shipment requires verification/inspection. 3.10 Review/approve the TEI/formal letter of None 8 hours Assistant Secretary or
compliance. Assessment is also made whether the shipment requires verification/inspection. 3.10 Review/approve the TEI/formal letter of None 8 hours Assistant Secretary or
is also made whether the shipment requires verification/inspection. 3.10 Review/approve the TEI/formal letter of Secretary or
the shipment requires verification/inspection. 3.10 Review/approve the TEI/formal letter of the shipment requires verification/inspection. None 8 hours Assistant Secretary or
verification/inspection. 3.10 Review/approve the TEI/formal letter of None 8 hours Assistant Secretary or
3.10 Review/approve the None 8 hours Assistant Secretary or
TEI/formal letter of Secretary or
I los la va a sua ta va
compliance. Undersecretary
Revenue Operation Group
3c. Receive email that 3.11 Generate an email- None 2 hours Administrative
the application has been notice to the applicant Assistant
revenue office and will application has been
be forwarded to CRMD acted upon and will be
for release. forwarded to CRMD for
release.
3.12 Transmit the
approved TEI/formal
letter of compliance and
supporting documents to
CRMD for release.
3.13 Prepare the None 8 hours Administrative
approved TEI/formal 12 minutes Officer
letter of compliance for Central Records
release. Management Division
3.14 Deliver the
approved TEI to BOC.
4. Receive emailed 4.1 Generate an email-
notice of release of result notice to applicant thru
of application. TES-Lite either of the
following:
a. the release of TEI
b. the release of letter
for compliance thru
postal mail.
TOTAL: 4 days
4 hours
27 minutes



e. Article 4(5) and 5(3) of the Agreement between the Republic of the Philippines and Federal Republic of Germany concerning Technical Cooperation
Articles for German technical cooperation projects, personal effects and motor vehicles of German experts, teachers and technicians and their families

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G - Government-to-Government
Who may avail:	German Embassy and technical cooperation experts

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Email Address	- Requesting Party		
3. Telephone Number	- Requesting Party		
4. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number	- Requesting Party		
APPLICATION:			
Completely filled-out DOF-RO Form No. 91	- DOF website		
2. Signed and dated Bill of Lading/Air Waybill	- Shipping Company		
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
4. DFA recommendation	- Department of Foreign Affairs		
5. Note Verbale from the Embassy	- German Embassy		

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS ING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records Management Division. (For documents originating from DFA)	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division



3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the TES-Lite and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(i es). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office



	3.8 Review draft TEI/formal	None	4 hours	Director III
	letter of compliance. Assessment is also made			Revenue Office
	whether the shipment requires			
	verification/inspection.		4.1	5' ' "'
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires	None	4 hours	Director IV Revenue Office
	verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 4 hours 27 minutes	



f. Article VI.1(b), IX. 1(1), 2(2), XI. 2.1(b)(i)(ii)(iii) and 2 (2)(a) of the Agreement on Technical Cooperation between the Government of the Republic of the Philippines and the Government of Japan

Luggage, personal effects, household effects consumer goods and motor vehicle of JICA experts, members of the missions and senior volunteers JICA office representative, staff and their families, importation of technical cooperation equipment, machinery and materials provided by Japan International Cooperation Agency (JICA) to the GOP and for the use of the experts, members of the missions and senior volunteers and Importation of equipment, machinery materials and motor vehicles of the JICA office.

Office or Division:	Revenue Office - Internal Revenue Division		
Classification:	Complex		
Type of Transaction:	G2G - Government-to-Government		
Who may avail:	JICA Office and JICA technical cooperation experts		
	NEGLIDEMENTO WILEDE TO SECURE		

Who may avail:	JICA Office and JICA te	echnical cooperation experts			
CHECKLIST OF I	REQUIREMENTS	V	VHERE TO SECU	RE	
ONE-TIME REGISTRATION	N:				
A. Applicant					
1. Name of Consignee		- Requesting Part	:y		
2. Email Address		- Requesting Part	y		
3. Telephone Number		- Requesting Part	y		
4. Official Address		- Requesting Part	y		
B. Broker/s, if any					
1. Tax Identification Number	Tax Identification Number - Bureau of Internal Revenue				
2. License Number		- Professional Regulation Commission			
3. Name of Broker		- Requesting Party			
4. Email Address		- Requesting Party			
5. Contact Number		- Requesting Party			
APPLICATION:					
1. Completely filled-out D	OF-RO Form No. 91	of a DOF website			
2. Signed and dated Bill of	f Lading /Air Waybill	- Shipping Company			
3. Commercial Invoice (Pa	acking List, if applicable)	- Shipper from country of origin			
4. DFA recommendation		- Department of Foreign Affairs			
5. Note Verbale from the B	Embassy	- Japanese Embassy			
CLIENT STEDS	ACENCY ACTION	EEES TO DE	DDOCESSING	DEDSON	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2 	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at the Central Records Management Division. (For documents originating from DFA)	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division
3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the TES-Lite and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office



			.	
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 4 hours 27 minutes	



g. Article 5(3) of the Air Services Agreement Between the Government of Japan and the Government of the Republic of the Philippines

Fuel, lubricating oils, spare parts, regular equipment and aircraft stores of Japanese designated airlines

a	
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2B - Government-to-Business
Who may avail:	Japanese Airlines

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATION:					
A. Applicant					
1. Name of Consignee	- Requesting Party				
2. Tax Identification Number	- Bureau of Internal Revenue				
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission				
4. DTI Registration Number (if applicable)	- Department of Trade and Industry				
5. BOI Registration Number (if applicable)	- Board of Investments				
6. Email Address	- Requesting Party				
7. Telephone Number	- Requesting Party				
8. Official Address	- Requesting Party				
B. Broker/s, if any					
Tax Identification Number	- Bureau of Internal Revenue				
2. License Number	- Professional Regulation Commission				
3. Name of Broker	- Requesting Party				
4. Email Address	- Requesting Party				
5. Contact Number	- Requesting Party				
APPLICATION:					
Completely filled—out DOF-RO Form No. 91	- DOF website				
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party (Japanese Airlines)				
3. Authorization letter (if authorized representative)	- Applicant/Requesting party (Japanese Airlines)				
4. Signed and dated Bill of Lading/Air Waybill	- Shipping Company				
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin				
6. CAAP Certification	- Civil Aviation Authority of the Philippines				
7. NTC Clearance (if applicable)	- National Telecommunications Commission				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
File application with supporting documents at the Central Records Management Division. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO	None	1 hour	Administrative Officer Central Records Management Division
	Divisions. 3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment	None	4 hours	Director III Revenue Office



	,			
	is also made whether			
	the shipment requires			
	verification/inspection.			
	3.9 Review draft	None	4 hours	Director IV
	TEI/formal letter of			Revenue Office
	compliance. Assessment			
	is also made whether			
	the shipment requires			
	verification/inspection.			
	3.10 Review/approve the	None	8 hours	Assistant
	TEI/formal letter of			Secretary or
	compliance.			Undersecretary
	compliance.			Revenue Operations
				Group
3c. Receive email that	3.11 Generate an email-	None	2 hours	Administrative
the application has been	notice to the applicant			Assistant
acted upon by the	thru TES-Lite that the			Revenue Operations
Revenue Office and will	application has been			Group
be forwarded to CRMD	acted upon and will be			
for release.	forwarded to CRMD for			
	release.			
	3.12 Transmit the			
	approved TEI/formal			
	letter of compliance and			
	supporting documents to			
	CRMD for release.			
	3.13 Prepare the	None	8 hours	Administrative
	approved TEI/formal	140110	12 minutes	Officer
	letter of compliance for		12 111111111111111111111111111111111111	Central Records
	release.			Management Division
	3.14 Deliver the			
	approved TEI to BOC.			
	approved 1E1 to BOC.			
4. Receive emailed	4.1 Generate an email-			
notice of release of result	notice to applicant thru			
of application.	TES-Lite either of the			
	following:			
	a. the release of TEI			
	b. the release of letter			
	for compliance thru			
	postal mail.			
	TOTAL:		4 days	
			5 hours	
			12 minutes	



h. Article 9(2)(a), (b) and (c) of the Air Transport Agreement concluded between the Governments of the Philippines and the United States of America Aircraft stores, ground equipment, engines, spare parts, fuel, lubricants and consumable technical supplies of US designated airlines

Office or Division:

Classification:

Complex

Type of Transaction:

US Airlines

Revenue Office - Internal Revenue Division

Complex

US Airlines

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission		
4. DTI Registration Number (if applicable)	- Department of Trade and Industry		
5. BOI Registration Number (if applicable)	- Board of Investments		
6. Email Address	- Requesting Party		
7. Telephone Number	- Requesting Party		
8. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number	- Requesting Party		
APPLICATION:	DOF 1 "		
1. Completely filled—out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party		
3. Authorization letter (if authorized representative)	- Applicant/Requesting party		
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
6. CAAP Certification	- Civil Aviation Authority of the Philippines		
7. NTC Clearance, if applicable	- National Telecommunications Commission		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application	None	1 hour	Administrative Officer Central Records Management Division
	and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



i. Article 13(3) and (6) of the Agreement between the Government of the Republic of the Philippines and the Government of Australia concerning the Status of the Visiting Forces of each State in the Territory of the Other State

Equipment, materials, motor vehicles, provisions and supplies, bullets, ammunitions and explosives devices, fuel, oil and lubricants for the official use of Australian Visiting Forces and its civilian components

and ito divinan	and its similar components	
Office or	Revenue Office - Internal Revenue Division	
Division:		
Classification:	Complex	
Type of	G2G - Government-to-Government	
Transaction:		
Who may avail:	Australian Visiting Forces	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Email Address	- Requesting Party
3. Telephone Number	- Requesting Party
4. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
1. Completely filled-out DOF-RO Form No. 91	- DOF website
2. Signed and dated Bill of Lading/Air Waybill	- Shipping Company
3. Commercial Invoice (Packing List, if	- Shipper from country of origin
applicable)	- Department of Foreign Affairs
4. DFA recommendation	- Australian Embassy
5. Note Verbale from the Embassy	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at the Central Records Management Division. (For documents originating from DFA)	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division
3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the TES-Lite and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application			
	and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Division Chief Revenue Office



			1	
	shipment requires			
	verification/inspection.			
	3.8 Review draft	None	4 hours	Director III
	TEI/formal letter of			Revenue Office
	compliance. Assessment			
	is also made whether the			
	shipment requires			
	verification/inspection.			
	3.9 Review draft	None	4 hours	Director IV
	TEI/formal letter of			Revenue Office
	compliance. Assessment			
	is also made whether the			
	shipment requires			
	verification/inspection.			
	3.10 Review/approve the	None	8 hours	Assistant
	TEI/formal letter of	140110	O Hours	Secretary or
	compliance.			Undersecretary
	compliance.			Revenue Operations
				Group
3c. Receive email	3.11 Generate an email-	None	2 hours	Administrative
that the application	notice to the applicant			Assistant
has been acted	thru TES-Lite that the			Revenue Operations
upon by the	application has been			Group
Revenue Office and	acted upon and will be			
will be forwarded to	forwarded to CRMD for			
CRMD for release.	release.			
	3.12 Transmit the			
	approved TEI/formal			
	letter of compliance and			
	supporting documents to			
	CRMD for release.			
	3.13 Prepare the	None	8 hours	Administrative
	approved TEI/formal	140110	12 minutes	Officer
	letter of compliance for		12 1111114100	Central Records
	release.			Management Division
	3.14 Deliver the			
	approved TEI to BOC.			
4. Receive emailed	4.1 Generate an email-			
notice of release of	notice to applicant thru			
result of application.	TES-Lite either of the			
result of application.	following:			
	a. the release of TEI			
	b. the release of letter for			
	compliance thru postal			
	mail. TOTAL:		4 days	
	TOTAL:		4 days 4 hours	
			27 minutes	
			Zi illillutes	



j. Article VII (1) and (2) of the Agreement Between the Government of the Republic of the Philippines and the Government of United States of America regarding the Treatment of the United States Forces Visiting the Philippines

Equipment, materials and supplies, personal baggage, personal effects and other property of US visiting forces and its personnel.

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Office or Division:	Revenue Office - Internal Revenue Division	
Classification:	Complex	
Type of Transaction:	G2G- Government-to-Government	
Who may avail:	US Visiting Forces	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION:		
A. Applicant		
1. Name of Consignee	- Requesting Party	
2. Email Address	- Requesting Party	
3. Telephone Number	- Requesting Party	
4. Official Address	- Requesting Party	
B. Broker/s, if any		
Tax Identification Number	- Bureau of Internal Revenue	
2. License Number	- Professional Regulation Commission	
3. Name of Broker	- Requesting Party	
4. Email Address	- Requesting Party	
5. Contact Number	- Requesting Party	
APPLICATION:		
Completely filled—out DOF-RO Form No. 91	- DOF website	
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company	
3. Commercial Invoice (Packing List, if applicable)	e) - Shipper from country of origin	
4. DFA recommendation	- Department of Foreign Affairs	
5. Note Verbale from the Embassy	- US Embassy	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records Management Division.	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division



(For documents				
originating from DFA)				
3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the TES-Lite and			
	generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment	None	4 hours	Director III Revenue Office



	is also made whether the shipment requires			
	verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC. 4.1 Generate an emailnotice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	TOTAL:		4 days 4 hours 27 minutes	



k. Article XI(3)(b) and (c) of the agreement between the government of the Philippines and the Southeast Asian Ministers of Education Organization regarding the temporary operation of the SEAMEO Regional Centre for Educational Innovation and Technology (INNOTECH)

Furniture, personal effects and motor vehicle of the acting centre director and the non-Filipino officers and staff members of the SEAMEO-INNOTECH.

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Office or Division:	Revenue Office - Internal Revenue Division	
Classification:	Complex	
Type of Transaction:	G2G- Government-to-Government	
Who may avail:	Southeast Asian Ministers of Education Organization Center for	
	Educational Innovation and Technology	

Educational innovation	and recimology
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Email Address	- Requesting Party
3. Telephone Number	- Requesting Party
4. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
Completely filled-out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party
3. Authorization letter (if authorized representative)	- Applicant/Requesting Party
4. Signed and dated Bill of Lading/Air Waybill	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
6. DepEd recommendation	- Department of Education
1	1

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None 45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant



				Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	TEI to BOC. 4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



I. Article XI(2)(a)(b) of the Agreement Between the Government of the Philippines and the Southeast Asian Ministers of Education Organization Regarding the Temporary Operation of the SEAMEO Regional Centre for Educational Innovation and Technology (INNOTECH).

Equipment, commodities, articles, documents, material and official vehicles of SEAMEO-INNOTECH

INTOTEON	
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Southeast Asian Ministers of Education Organization Center for
	Educational Innovation and Technology

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION:		
A. Applicant		
1. Name of Consignee	- Requesting Party	
2. Email Address	- Requesting Party	
3. Telephone Number	- Requesting Party	
4. Official Address	- Requesting Party	
B. Broker/s, if any		
Tax Identification Number	- Bureau of Internal Revenue	
2. License Number	- Professional Regulation Commission	
3. Name of Broker	- Requesting Party	
4. Email Address	- Requesting Party	
5. Contact Number	- Requesting Party	
APPLICATION:		
Completely filled—out DOF-RO Form No. 91	- DOF website	
2. Signed and dated Bill of Lading/ Air Waybill	- Shipping Company	
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin	
4. DFA Recommendation	- Department of Foreign Affairs	
5. Letter Request from SEAMEO-INNOTECH	- SEAMEO-INNOTECH	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2 	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records Management Division.	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division



(For documents originating from DFA)				
3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the TES-Lite and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment	None	4 hours	Director III Revenue Office



	is also made whether			
	the shipment requires			
	verification/inspection.			
	3.9 Review draft	None	4 hours	Director IV
	TEI/formal letter of			Revenue Office
	compliance. Assessment			
	is also made whether			
	the shipment requires			
	verification/inspection.			
	3.10 Review/approve the	None	8 hours	Assistant
	TEI/formal letter of			Secretary or
	compliance.			Undersecretary
				Revenue Operations
0.00	0.11.0			Group
3c. Receive email that	3.11 Generate an email-	None	2 hours	Administrative
the application has been	notice to the applicant			Assistant
acted upon by the	thru TES-Lite that the			Revenue Operations
Revenue Office and will	application has been			Group
be forwarded to CRMD	acted upon and will be			
for release.	forwarded to CRMD for			
	release.			
	3.12 Transmit the			
	approved TEI/formal			
	letter of compliance and			
	supporting documents to			
	CRMD for release.			
	3.13 Prepare the	None	8 hours	Administrative
	approved TEI/formal		12 minutes	Officer
	letter of compliance for			Central Records
	release.			Management Division
	3.14 Deliver the			
	approved TEI to BOC.			
4. Receive emailed	4.1 Generate an email-			
notice of release of result	notice to applicant thru			
of application.	TES-Lite either of the			
	following:			
	a. the release of TEI			
	b. the release of letter			
	for compliance thru			
	postal mail.			
	TOTAL:		4 days	
			4 hours	
			27 minutes	



m. Article VI (A) of the Agreement between the United Nations Children's Fund (UNICEF) and the Government of the Philippines
Assets and property of the UNICEF.

Office or Division: Revenue Office - Internal Revenue Division	
Classification:	Complex
Type of G2G- Government-to-Government	
Transaction:	
Who may avail:	Importations by the United Nations Children's Fund

importations by the crimen readers crimeners and			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Email Address	- Requesting Party		
3. Telephone Number	- Requesting Party		
4. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number	- Requesting Party		
APPLICATION:			
Completely filled—out DOF-RO Form No. 91	- DOF website		
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company		
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
4. DFA recommendation	- Department of Foreign Affairs		
5. Letter request from UNICEF	- United Nations Children's Fund		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records Management Division. (For documents originating from DFA)	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division



3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the TES-Lite and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of	None	4 hours	Director IV



	compliance. Assessment is also made whether the shipment requires verification/inspection.			Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 4 hours 27 minutes	



n. Clause 1, 2 and 3 of Diplomatic Note No. 1071 of the Agreement between the Republic of the Philippines and the United States Government on the humanitarian activities of American voluntary relief and rehabilitation agencies

Food, clothing, medicine and other relief and rehabilitation supplies and equipment of US voluntary relief and rehabilitation agencies

totalities y total entre	a remainment digeneral		
Office or Division:	Revenue Office - Internal Revenue Division		
Classification:	Complex		
Type of Transaction:	G2B - Government-to-Business		
Who may avail:	US voluntary relief agencies		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Email Address	- Requesting Party		
3. Telephone Number	- Requesting Party		
4. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number	- Requesting Party		
APPLICATION:			
Completely filled—out DOF-RO Form No. 91	- DOF website		
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company		
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
4. DFA recommendation	- Department of Foreign Affairs (DFA)		
5. Letter request from the Agency	- US voluntary relief agency		

CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON BESDONSIBLE
		PAID	TIME	RESPONSIBLE
One-time registration	1.1 Assist the applicant	None	45 minutes	Administrative
thru RO Kiosk or on-line	in encoding the required			Assistant
to provide corporate/	entries.			Revenue Office
individual information				
and upload the				
documents in support of				
registration.				
First time applicant start from				
Step 1				
Registered applicant start from Step 2				
Glop 2	1.2 Approve the			
	registration if the			
	uploaded documents			
	and encoded data are			
	complete and correct.			
2. Present the application	2.1 Check the	None	1 hour	Administrative
and supporting	completeness of			Officer
documents at the Central	supporting documents. If			Central Records
Records Management	incomplete, return to the			Management Division
Division.	applicant.			



(F)	1	T	1	<u> </u>
(For documents				
originating from DFA)	0.4.D' (!			
3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the TES-Lite and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
_	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether	None	4 hours	Director III Revenue Office



	the shipment requires			
	verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 4 hours 27 minutes	



o. Section 11(a), (b), (c) and Section 22(f), (g) of the Host Agreement between the Philippine Government and the World Health Organization

Motor vehicle, furniture and personal effects assets, property, medical supplies, any other goods or articles, and publications of the WHO and its official

or artiolog, and publi	ications of the TTT o and its official		
Office or Division:	Revenue Office - Internal Revenue Division		
Classification:	Complex		
Type of Transaction:	G2G- Government-to-Government		
Who may avail:	World Health Organization		

Wild Health Organization				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee	- Requesting Party			
2. Email Address	- Requesting Party			
3. Telephone Number	- Requesting Party			
4. Official Address	- Requesting Party			
B. Broker/s, if any				
Tax Identification Number	- Bureau of Internal Revenue			
2. License Number	- Professional Regulation Commission			
3. Name of Broker	- Requesting Party			
4. Email Address	- Requesting Party			
5. Contact Number	- Requesting Party			
APPLICATION:				
1. Completely filled-out DOF-RO Form No. 91	- DOF website			
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company			
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin			
4. DFA recommendation	- Department of Foreign Affairs			
5. Letter request from WHO	- World Health Organization			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records Management Division. (For documents originating from DFA)	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division



3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents, encode required entries in the TES-Lite and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of	None	4 hours	Director IV



	compliance. Assessment is also made whether the shipment requires verification/inspection. 3.10 Review/approve the	None	8 hours	Revenue Office Assistant
	TEI/formal letter of compliance.			Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 4 hours 27 minutes	



p. Article III and Article IV(2)(a)(b) of the Memorandum of Agreement between the Government of the Republic of the Philippines and the World Organization of the Scout Movement.

Household goods, personal effects and motor vehicle of the WOSM Regional executive commissioner and Deputy regional executive commissioner and goods for official use of the WOSM.

Office or Division:	Revenue Office - Internal Revenue Division	
Classification:	Complex	
Type of Transaction:	G2G- Government-to-Government	
Who may avail:	World Organization of the Scout Movement	

Trond organization or the coost more in				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee	- Requesting Party			
2. Email Address	- Requesting Party			
3. Telephone Number	- Requesting Party			
4. Official Address	- Requesting Party			
B. Broker/s, if any				
Tax Identification Number	- Bureau of Internal Revenue			
2. License Number	- Professional Regulation Commission			
3. Name of Broker	- Requesting Party			
4. Email Address	- Requesting Party			
5. Contact Number	- Requesting Party			
APPLICATION:				
Completely filled—out DOF-RO Form No. 91	- DOF website			
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company			
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin			
4. DFA recommendation	- Department of Foreign Affairs			
5. Letter request from WOSM	 World Organization of the Scout Movement 			

or Louis request nom troom			anneadon or the co	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2 	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records Management Division.	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division



(For documents	1			T
(For documents originating from DFA)				
3. File application with	3.1 Receive the			
supporting documents at	application and			
the CRMD.	supporting documents,			
	encode required entries			
	in the TES-Lite and			
	generate trace number			
	for the application.			
3a. Receive emailed	3.2 Generate an email-			
notice of acceptance of	notice to applicant on			
application.	the receipt of application			
	thru TES-Lite.			
	2.2 Assigns application to			
	3.3 Assign application to			
	respective RO Divisions thru TES-Lite.			
	3.4 Route the application			
	and supporting documents to			
	appropriate RO Divisions.			
	3.5 Assign application to	None	30 minutes	Division Chief
	Action Officer.	None	30 minutes	Revenue Office
	7 totion officer.			
	3.6. Process the	None	4 hours	Action Officer
	application and draft the			(Tax Specialist II,
	Tax Exemption			Sr. Tax Specialist,
	Indorsement (TEI) if			Supervising Tax
	application is sufficient.			Specialist)
3b. Receive emailed	3.6.1 Generate an email-	None	Applicant is	Revenue Office
notice of compliance.	notice of compliance		given 2 days to	
	thru TES-Lite and		comply with or	
	prepare a formal		address the	
	compliance letter if		deficiency(ies).	
	application has		Otherwise, a	
	discrepancy(ies).		formal letter of	
			compliance is	
			issued and the	
			application is	
			returned to the	
			applicant.	
	3.7 Review draft	None	4 hours	Division Chief
	TEI/formal letter of			Revenue Office
	compliance. Assessment			
	is also made whether			
	the shipment requires			
	verification/inspection.	N.I	4 1	Diat III
	3.8 Review draft TEI/formal letter of	None	4 hours	Director III Revenue Office
				Neveriue Office
	compliance. Assessment		1	



			1	
	is also made whether			
	the shipment requires			
	verification/inspection.			
	3.9 Review draft	None	4 hours	Director IV
	TEI/formal letter of			Revenue Office
	compliance. Assessment			
	is also made whether			
	the shipment requires			
	verification/inspection.			
	3.10 Review/approve the	None	8 hours	Assistant
	TEI/formal letter of		0 110 111 0	Secretary or
	compliance.			Undersecretary
	compilarios.			Revenue Operations
				Group
3c. Receive email that	3.11 Generate an email-	None	2 hours	Administrative
the application has been	notice to the applicant			Assistant
acted upon by the	thru TES-Lite that the			Revenue Operations
Revenue Office and will	application has been			Group
be forwarded to CRMD	acted upon and will be			
for release.	forwarded to CRMD for			
101 1010000.	release.			
	3.12 Transmit the			
	approved TEI/formal			
	· · ·			
	letter of compliance and			
	supporting documents to			
	CRMD for release.	None	O b o uno	A designaturative
	3.13 Prepare the	None	8 hours	Administrative
	approved TEI/formal		12 minutes	Officer
	letter of compliance for			Central Records
	release.			Management Division
	3.14 Deliver the			
	approved TEI to BOC.			
4. Receive emailed	4.1 Generate an email-			
notice of release of result	notice to applicant thru			
of application.	TES-Lite either of the			
	following:			
	a. the release of TEI			
	b. the release of letter			
	for compliance thru			
	postal mail.			
	TOTAL:		4 days	
	10172		4 hours	
			27 minutes	



q. Article 3 (1) (3) and 4 of the Cooperation Agreement between the Government of the Republic of the Philippines and the International Organization for Migration

Goods and motor vehicle of the International Organization for Migration and its director, deputy director general, and staff.

3	
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	International Organization for Migration

international Organization for Migration				
CHECKLIST OF	REQUIREMENTS	W	HERE TO SECU	RE
ONE-TIME REGISTRATION	ON:			
A. Applicant				
1. Name of Consignee		- Requesting Party	1	
2. Email Address		- Requesting Party	1	
3. Telephone Number		- Requesting Party	1	
4. Official Address		- Requesting Party	1	
B. Broker/s, if any				
1. Tax Identification Numb	er	- Bureau of Internal Revenue		
2. License Number		- Professional Regulation Commission		
3. Name of Broker		- Requesting Party		
4. Email Address		- Requesting Party		
5. Contact Number		- Requesting Party		
APPLICATION:				
1. Completely filled-out DOF-RO Form No. 91		- DOF website		
2. Signed and dated Bill of Lading /Air Waybill		- Shipping Compa	ny	
3. Commercial Invoice (Packing List, if applicable)		- Shipper from cou	intry of origin	
4. DFA recommendation		- Department of Foreign Affairs		
5. Letter request from IOI	V I	- International Organization for Migration		
OLIENT OTERO	A OFNOV A OTION	FFFO TO BE	PROGRAMMA	DEDOON

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. File application with supporting documents at the Central Records Management Division.	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division



(For documents originating from DFA)				
3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the TES-Lite and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment	None	4 hours	Director III Revenue Office



	Т			T
	is also made whether			
	the shipment requires			
	verification/inspection.			
	3.9 Review draft	None	4 hours	Director IV
	TEI/formal letter of			Revenue Office
	compliance. Assessment			
	is also made whether			
	the shipment requires			
	verification/inspection.			
	3.10 Review/approve the	None	8 hours	Assistant
	TEI/formal letter of			Secretary or
	compliance.			Undersecretary
				Revenue Operations
				Group
3c. Receive email that	3.11 Generate an email-	None	2 hours	Administrative
the application has been	notice to the applicant			Assistant
acted upon by the	thru TES-Lite that the			Revenue Operations
Revenue Office and will	application has been			Group
be forwarded to CRMD	acted upon and will be			
for release.	forwarded to CRMD for			
	release.			
	3.12 Transmit the			
	approved TEI/formal			
	letter of compliance and			
	supporting documents to			
	CRMD for release.			
	3.13 Prepare the	None	8 hours	Administrative
	approved TEI/formal		12 minutes	Officer
	letter of compliance for			Central Records
	release.			Management Division
	3.14 Deliver the			
	approved TEI to BOC.			
4 Danaharan allad	4.4.0			
4. Receive emailed	4.1 Generate an email-			
notice of release of result	notice to applicant thru			
of application.	TES-Lite either of the			
	following:			
	a. the release of TEI			
	b. the release of letter			
	for compliance thru			
	postal mail.		4 4	
	TOTAL:		4 days	
			4 hours	
			27 minutes	



4. Granting of Tax Exemption on Importations of Government Agencies and Instrumentalities

a. Section 19 of R.A. 6847 (The Philippines Sports Commission Act), as amended by Section 86(c) of R.A. 10963 (TRAIN Law)

Sportswear, equipment, supplies, instruments and materials of PSC, including donation to the Philippine Olympic Committee, and through the commission, to the various national sports associations.

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Philippine Sports Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
Completely filled—out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
6. PSC Certification	- Philippine Sports Commission
7. BOI Certification of non-availability	- Department of Trade and Industry-Board of
	Investments
Authenticated/Apostilled Deed of Donation (if	- Donor
donation)	_
Deed of Acceptance (if donation)	- Donee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director III Revenue Office



	shipment requires verification/inspection.			
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



b. Section 382 of R.A. 7160 (The Local Government Code of 1991)

Heavy equipment and machineries for the construction, improvement, repair, maintenance of roads, bridges as well as garbage trucks, fire trucks, and other similar equipment of Local Government Units (LGUs)

O TOTAL OTHER	(2300)
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Local Government Units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
Completely filled—out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party
3. Authorization letter (if authorized representative)	- Applicant/Requesting Party
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
6. LGU Board Resolution	- Local Government Unit
7. DTI-FTEB Import Clearance	- Department of Trade and Industry's- Fair Trade
	Enforcement Bureau

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant



				Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite.			S S S S S S S S S S S S S S S S S S S
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	3.14 Deliver the approved TEI to BOC. 4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Wallagollion Division
	TOTAL:		4 days 5 hours 12 minutes	



Section 42(b) of R.A.7277 (Magna Carta for Disabled Persons)
 Goods donated to a government agency or an organization engaged in the rehabilitation of disabled persons

disabled person	<u> </u>		
Office or Division:	Revenue Office - Internal Revenue Division		
Classification:	Complex		
Type of	G2G- Government-to-Government		
Transaction:	G2B - Government-to-Business		
Who may avail:	Government agencies engaged in the rehabilitation of disabled persons and		
	organizations of disabled persons		
CHECKLIST OF	F REQUIREMENTS	WHERE TO SECURE	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
If Business	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission
4. DTI Registration Number (if applicable)	- Department of Trade and Industry
5. Email Address	- Requesting Party
6. Telephone Number	- Requesting Party
7. Official Address	- Requesting Party
If Government	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
ADDITION	

APPLICATION:

- 1. Completely filled-out DOF-RO Form No. 91
- 2. Notarized Affidavit of End-Use/Ownership
- 3. Authorization letter (if authorized representative)
- 4. Signed and dated Bill of Lading /Air Waybill
- 5. Commercial Invoice (Packing List, if applicable)
- 6. NCDA/DSWD recommendation
- 7. Authenticated/Apostilled Deed of Donation
- 8. Deed of Acceptance
- 9. Copy of SEC Registration (if NGO)
- 10. BIR Tax Exempt Certificate (if NGO)

- DOF website
- Applicant/Requesting Party
- Applicant/Requesting Party
- Shipping Company
- Shipper from country of origin
- National Council on Disability Affairs /Department of Social Welfare and Development
- Donor
- Donee
- Securities and Exchange Commission
- -Bureau of Internal Revenue

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



	1		1	
documents in support of registration.				
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite.	None	1 hour	Administrative Officer Central Records Management Division
	3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application			
	and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of	None	4 hours	Division Chief



	compliance. Assessment			Revenue Office
	is also made whether the			
	shipment requires			
	verification/inspection.			
	3.8 Review draft	None	4 hours	Director III
	TEI/formal letter of			Revenue Office
	compliance. Assessment			
	is also made whether the shipment requires			
	verification/inspection.			
	3.9 Review draft	None	4 hours	Director IV
	TEI/formal letter of	140110	Tilouis	Revenue Office
	compliance. Assessment			
	is also made whether the			
	shipment requires			
	verification/inspection.			
	3.10 Review/approve the	None	8 hours	Assistant
	TEI/formal letter of			Secretary or
	compliance.			Undersecretary Revenue Operations
				Group
3c. Receive email that	3.11 Generate an email-	None	2 hours	Administrative
the application has	notice to the applicant			Assistant
been acted upon by	thru TES-Lite that the			Revenue Operations
the Revenue Office	application has been			Group
and will be forwarded to CRMD for release.	acted upon and will be forwarded to CRMD for			
to CRIVID for release.	release.			
	3.12 Transmit the			
	approved TEI/formal letter			
	of compliance and			
	supporting documents to			
	CRMD for release.			
	3.13 Prepare the	None	8 hours	Administrative
	approved TEI/formal letter		12 minutes	Officer Central Records
	of compliance for release.			Management Division
	3.14 Deliver the approved			
4 Pagaira amailad	TEI to BOC. 4.1 Generate an email-			
4. Receive emailed notice of release of	notice to applicant thru			
result of application.	TES-Lite either of the			
. sound application	following:			
	a. the release of TEI			
	b. the release of letter for			
	compliance thru postal			
	mail.			
	TOTAL:		4 days 5 hours	
			12 minutes	



d. Section 21 of R.A. 7306, (Charter of the People's Television Network, Inc.), as amended by Section 86(f) of R.A.10963 (TRAIN Law)

Broadcast equipment, apparatus and materials to be used in the operation the People's Television Network. Incorporated

1010110101111011101	relevation receivent, incorporated				
Office or Division:	Revenue Office - Internal Revenue Division				
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Government				
Who may avail:	People's Television Network				
CHECKLIST OF REQUIREMENTS WHERE TO SECURE					

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
Completely filled—out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
6. NTC Permit to Import	- National Telecommunications Commission
7. DTI-FTEB Import Authority	- Department of Trade and Industry-Fair Trade and
	Enforcement Bureau

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.3.14 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	TEI to BOC. 4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



e. Section 14 of R.A. 7354 (Postal Service Act of 1992), as amended by Section 86(g) of R.A. 10963 (TRAIN LAW)

Postal Equipment, Machineries, Spare Parts And Supplies

Office or Division:	Revenue Office - Internal Revenue Division			
Classification:	Complex			
Type of Transaction:	G2G- Government-to-Government			
Who may avail:	Philippine Postal Corporation			

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION:		
A. Applicant		
1. Name of Consignee	- Requesting Party	
2. Tax Identification Number	- Bureau of Internal Revenue	
3. Email Address	- Requesting Party	
4. Telephone Number	- Requesting Party	
5. Official Address	- Requesting Party	
B. Broker/s, if any		
Tax Identification Number	- Bureau of Internal Revenue	
2. License Number	- Professional Regulation Commission	
3. Name of Broker	- Requesting Party	
4. Email Address	- Requesting Party	
5. Contact Number	- Requesting Party	
APPLICATION:		
Completely filled—out DOF-RO Form No. 91	- DOF website	
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party	
3. Authorization letter (if authorized representative)	- Applicant/Requesting party	
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company	
5. Commercial Invoice (Packing List, if applicable) - Shipper from country of origin		
BOI Certification of non-availability	- Board of Investments	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office



3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Deliver the approved TEI to BOC.			management 2 meen
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



f. Section 126 of R.A. 7653 (The New Central Bank Act), as amended by Section 86(m) of R.A. 10963 (TRAIN Law)

Notes and coins, gold and other metals, and equipment needed for bank note production, minting of coins, metal refining and other security printing operations of the Bangko Sentral ng Pilipinas

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Bangko Sentral Ng Pilipinas

WHERE TO SECURE
- Requesting Party
- Bureau of Internal Revenue
- Requesting Party
- Requesting Party
- Requesting Party
- Bureau of Internal Revenue
- Professional Regulation Commission
- Requesting Party
- Requesting Party
- Requesting Party
- DOF website

APPLICATION:	
1. Completely filled-out DOF-RO Form No. 91	
2. Notarized Affidavit of End-Use/Ownership	

- 3. Authorization letter (if authorized representative)
- 4. Signed and dated Bill of Lading /Air Waybill 5 Commercial Invoice (Packing List if applicable)
- Applicant/Requesting party
- Applicant/Requesting party
- Shipping Company
- Shipper from country of origin

5. Commercial invoice (Packing List, if applicable)		- Snipper from country of origin		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	3.14 Deliver the approved TEI to BOC. 4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Management Division
	TOTAL:		4 days 5 hours 12 minutes	



g. Section 18 of R.A. 7884 (National Dairy Authority Act of 1995), as amended by Section 86(o) of R.A. 10963 (TRAIN Law)

Dairy animals, veterinary and other supplies, other farm inputs, dairy equipment and machineries, including its spare parts imported by NDA for distribution to dairy cooperatives

1113.311113133, 11131313	ming its spairs pairts imported by the rest and institute dating societies		
Office or Division:	Revenue Office - Internal Revenue Division		
Classification:	Complex		
Type of Transaction:	G2G - Government-to-Government		
Who may avail:	National Dairy Authority		

Wild Hay avail.				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee	- Requesting Party			
2. Tax Identification Number	- Bureau of Internal Revenue			
3. Email Address	- Requesting Party			
4. Telephone Number	- Requesting Party			
5. Official Address	- Requesting Party			
B. Broker/s, if any				
Tax Identification Number	- Bureau of Internal Revenue			
2. License Number	- Professional Regulation Commission			
3. Name of Broker - Requesting Party				
4. Email Address	- Requesting Party			
5. Contact Number	- Requesting Party			
APPLICATION:				
Completely filled—out DOF-RO Form No. 91	- DOF website			
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party			
3. Authorization letter (if authorized representative)	- Applicant/Requesting party			
4. Signed and dated Bill of Lading /Air Waybill - Shipping Company				
5. Commercial Invoice (Packing List, if applicable) - Shipper from country of origin				
6. BOI Certification of non-availability - Board of Investments				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None 45 minutes	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.				
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office	
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office	



3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions	None	1 hour	Administrative Officer Central Records Management Division
	thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.3.14 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	TEI to BOC. 4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



h. Section 16 of R.A. 8282 (Social Security Law), as amended by Section 86(q) of R.A. 10963 (TRAIN Law)

Supplies, equipment, papers and documents of the Social Security System (SSS)

	, I I
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Social Security System

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. Email Address	- Requesting Party		
4. Telephone Number	- Requesting Party		
5. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number	- Requesting Party		
APPLICATION:			
Completely filled—out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party		
3. Authorization letter (if authorized	- Applicant/Requesting party		
representative)	- Shipping Company		
4. Signed and dated Bill of Lading /Air Waybill	- Shipper from country of origin		
5. Commercial Invoice (Packing List, if			
applicable)			

applicable)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an email-notice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.3.6. Process the application and draft	None None	30 minutes 4 hours	Division Chief Revenue Office Action Officer (Tax Specialist II,
	the Tax Exemption Indorsement (TEI) if application is sufficient.			Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also	None	4 hours	Director III Revenue Office



	made whether the shipment requires verification/inspection. 3.9 Review draft	None	4 hours	Director IV
	TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection			Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email-notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



i. Section 39 of R.A. 8291 (The Government Service Insurance System Act of 1997), as amended by Section 86(r) of R.A. 10963 (TRAIN Law)

Assets of the GSIS

Office or Division:	Revenue Office - Internal Revenue Division		
Classification:	Complex		
Type of Transaction:	G2G- Government-to-Government		
Who may avail:	Government Service Insurance System		

Willo Illay avall.	Government Service insurance System			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION	ON:			
A. Applicant				
1. Name of Consignee		- Requesting Party		
2. Tax Identification Numb	er	- Bureau of Internal Revenue		
3. Email Address		- Requesting Party		
4. Telephone Number		- Requesting Party		
5. Official Address		- Requesting Party		
B. Broker/s, if any				
1. Tax Identification Numb	er	- Bureau of Internal Revenue		
2. License Number		- Professional Regulation Commission		
3. Name of Broker		- Requesting Party		
4. Email Address		- Requesting Party		
5. Contact Number		- Requesting Party		
APPLICATION:				
1. Completely filled-out D	OF-RO Form No. 91	- DOF website		
2. Notarized Affidavit of End-Use/Ownership		- Applicant/Requesting party (GSIS)		
3. Authorization letter (if authorized representative)		- Applicant/Requesting party (GSIS)		
4. Signed and dated Bill of Lading /Air Waybill		- Shipping Company		
5. Commercial Invoice (P	acking List, if applicable)	- Shipper from country of origin		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and	2.1 Check completeness of supporting documents.	None	15 minutes	Officer of the Day, Tax
supporting documents at RO window	If incomplete, return to the applicant			Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office



3. File application with	3.1 Receive the	None	1 hour	Administrative
supporting documents at the Central Records Management Division. 3a. Receive emailed	application and generate trace number for the application. 3.2 Generate an email-	140116	THOU	Officer Central Records Management Division
notice of acceptance	notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment	None	4 hours	Director IV Revenue Office
	is also made whether the shipment requires verification/inspection.	None		



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
	3.14 Deliver the approved TEI to BOC.			Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



j. Section 4(f) of R.A. 8292, as amended by Section 86(s) of R.A. 10963 (TRAIN Law)

Supplies, materials and equipment of State Universities/Colleges

oupplies, materials	and equipment of otate on	iversities/ coneg	00
Office or Division:	Revenue Office - Internal Revenue Division		
Classification:	Complex		
Type of Transaction:	G2G- Government-to-Government		
Who may avail:	State Universities and Colleges		
CUECKLIST OF DECLIDEMENTS WILEDE TO SECURE			

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
Completely filled—out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party

5. Commercial Invoice (Packing List, if applicable) 6. Resolution from the Board of Regents and/or Certification from the State Universities/State Colleges' President that acquisition of the item is authorized by the Board of Regents

4. Signed and dated Bill of Lading /Air Waybill

- Applicant/Requesting party
- Shipping Company
- Shipper from country of origin
- Board of Regents/ State Universities/State Colleges

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant



				Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to			
	respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	0.40 Deviewdennesse U	Mana	0 5 5	Assistant
	3.10 Review/approve the	None	8 hours	Assistant
	TEI/formal letter of			Secretary or
	compliance.			Undersecretary Revenue Operations
				Group
3c. Receive email that	3.11 Generate an email-	None	2 hours	Administrative
the application has been	notice to the applicant thru	110110	2110010	Assistant
acted upon by the	TES-Lite that the			Revenue Operations
Revenue Office and will	application has been acted			Group
be forwarded to CRMD	upon and will be forwarded			•
for release.	to CRMD for release.			
Tor release.	3.12 Transmit the			
	approved TEI/formal letter			
	of compliance and			
	supporting documents to			
	CRMD for release.			
	3.13 Prepare the approved	None	8 hours	Administrative
	TEI/formal letter of	TVOITE	12 minutes	Officer
	compliance for release.		12 111111111111111111111111111111111111	Central Records
	·			Management Division
	3.14 Deliver the approved			
	TEI to BOC.			
4. Receive emailed	4.1 Generate an email-			
notice of release of result	notice to applicant thru			
of application.	TES-Lite either of the			
	following:			
	a. the release of TEI			
	b. the release of letter for			
	compliance thru postal			
	mail.			
	TOTAL:		4 days	
			5 hours	
			12 minutes	



k. Section 21 (a) and (c) of R.A. 11333 (National Museum Act of the Philippines)

Scientific, philosophical, historical and cultural books, supplies and materials of the National Museum

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	National Museum

The may are an increase and	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
Completely filled—out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party

4. Signed and dated Bill of Lading /Air Waybill 5. Commercial Invoice (Packing List, if applicable)		- Shipping Company - Shipper from country of origin		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office



3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application	None	1 hour	Administrative Officer Central Records Management Division
	and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.3.14 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	TEI to BOC. 4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



I. Section 45(1)(c) of R.A. 9003 (Ecological Solid Waste Management Act of 2000), as amended by Section 86(xx) of R.A. 10963 (TRAIN Law)

Equipment, machinery and spare parts donated to local government units, enterprises or private entities, and non-governmental organizations for Solid Waste Management Programs

critics, and non go	verimental organizations for bolic waste management i rograms	
Office or Division:	Revenue Office - Internal Revenue Division	
Classification:	Complex	
Type of Transaction:	G2G- Government-to-Government	
	G2B - Government-to-Business	
	G2C - Government-to-Citizen	
Who may avail:	Local government units, enterprises or private entities, including non-	
	government organizations	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
If Business	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission
4. DTI Registration Number (if applicable)	- Department of Trade and Industry
5. BOI Registration Number (if applicable)	- Board of Investments
6. Email Address	- Requesting Party
7. Telephone Number	- Requesting Party
8. Official Address	- Requesting Party
If Citizen	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Passport	- Department of Foreign Affairs
4. Email Address	- Requesting Party
5. Telephone Number	- Requesting Party
6. Official Address	- Requesting Party
If Government	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party



APPLICATION:

- 1. Completely filled-out DOF-RO Form No. 91
- 2. Notarized Affidavit of End-Use/Ownership
- 3. Authorization letter (if authorized representative)
- 4. Signed and dated Bill of Lading /Air Waybill
- 5. Commercial Invoice (Packing List, if applicable)
- 6. DENR recommendation
- 7. Authenticated/Apostilled Deed of Donation
- 8. Notarized Deed of Acceptance

- DOF website
- Applicant/Requesting party
- Applicant/Requesting party
- Shipping Company
- Shipper from country of origin
- Department of Environment and Natural Resources (DENR)
- Donor
- Donee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office



Oh Dagaina amailad	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group



	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Deliver the approved TEI to BOC.			
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



m. Section 26(3) of R.A. 9275 (The Philippine Clean Water Act of 2004), as amended by Section 86(ss) of R.A. 10963 (TRAIN Law)

Goods donated to Local Government Units, water districts, local water utilities, enterprises, or private entities and individuals for water quality management programs

private critico ario	marriadale for water quality marriagement programs	
Office or Division:	Revenue Office - Internal Revenue Division	
Classification:	Complex	
Type of Transaction:	G2G- Government-to-Government	
	G2B - Government-to-Business	
	G2C - Government-to-Citizen	
Who may avail:	Local government units, enterprises or private entities, including non-	
	government organizations	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
If Business	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission
4. DTI Registration Number (if applicable)	- Department of Trade and Industry
5. BOI Registration Number (if applicable)	- Board of Investments
6. Email Address	- Requesting Party
7. Telephone Number	- Requesting Party
8. Official Address	- Requesting Party
If Citizen	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Passport	- Department of Foreign Affairs
4. Email Address	- Requesting Party
5. Telephone Number	- Requesting Party
6. Official Address	- Requesting Party
If Government	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party



APPLICATION:

- 1. Completely filled-out DOF-RO Form No. 91
- 2. Notarized Affidavit of End-Use/Ownership
- 3. Authorization letter (if authorized representative)
- 4. Signed and dated Bill of Lading /Air Waybill
- 5. Commercial Invoice (Packing List, if applicable)
- 6. DENR Endorsement
- 7. Authenticated/Apostilled Deed of Donation
- 8. Notarized Deed of Acceptance

- DOF website
- Applicant/Requesting party
- Applicant/Requesting party
- Shipping Company
- Shipper from country of origin
- Department of Environment and Natural Resources (DENR)
- Donor
- Donee

o. Notalized Deed of Acceptance		- Donee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.3.4 Route the application			
	and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)



3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC. 4.1 Generate an emailnotice to applicant thru	None	8 hours 12 minutes	Administrative Officer Central Records Management Division



TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
TOTAL:	4 days 5 hours 12 minutes	



n. Section 16(a) of R.A. No. 9497 (Civil Aviation Authority Act of 2000), as amended by Section 86(bb) of R.A. 10963 (TRAIN Law)

Equipment, machineries, spare parts, accessories and other materials including supplies of the Civil Aviation Authority of the Philippines (CAAP)

	,, o
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Civil Aviation Authority of the Philippines

Title may avail.	or the ramphiles				
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	JRE	
ONE-TIME REGISTRATION	N:				
A. Applicant					
1. Name of Consignee		- Requesting Pa	ırty		
2. Tax Identification Number	er	- Bureau of Inte	rnal Revenue		
3. Email Address		- Requesting Pa	ırty		
4. Telephone Number		- Requesting Pa	ırty		
5. Official Address		- Requesting Pa	ırty		
B. Broker/s, if any					
Tax Identification Number	er	- Bureau of Inte	rnal Revenue		
2. License Number		- Professional R	egulation Commis	sion	
3. Name of Broker		- Requesting Pa	•		
4. Email Address		- Requesting Pa	ırty		
5. Contact Number		- Requesting Pa	ırty		
APPLICATION:					
Completely filled—out DOF-RO Form No. 91		- DOF website			
Notarized Affidavit of End-Use/Ownership		- Applicant/Requesting party			
3. Authorization letter (if authorized representative)		- Applicant/Requesting party			
1	4. Signed and dated Bill of Lading /Air Waybill		- Shipping Company		
5. Commercial Invoice (Pa		- Shipper from country of origin			
6. BOI Certification of non-	-availability	- Board of Investments			
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant



				Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite.			, and the second
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Deliver the approved TEI to BOC.			Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



o. Section 25(a) and (c) of R.A. 9500 (The University of the Philippines Charter of 2008), as amended by Section 86 of R.A. 10963 (TRAIN Law)

Assets, books, supplies and materials of the University of the Philippines

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	University of the Philippines

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. Email Address	- Requesting Party		
4. Telephone Number	- Requesting Party		
5. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number	- Requesting Party		
APPLICATION:			
Completely filled—out DOF-RO Form No. 91	- DOF website		
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party		
3. Authorization letter (if authorized representative)	- Applicant/Requesting party		
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
6. Resolution from the Board of Regents and/or	- Board of Regents and/or State Universities/State		
Certification from the President that acquisition of	Colleges President		
the item is authorized by the Board of Regents			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office



3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed	3.2 Generate an email-			
notice of acceptance	notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.		30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed	3.6.1 Generate an email-	None	Applicant is	Revenue Office
notice of compliance.	notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).		given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	3.14 Deliver the approved TEI to BOC. 4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



p. Section 10 of R.A. 9369 (An Act amending RA 8436 Entitled: An Act authorizing the Commission on Elections to use an automated election system, x x x) Election equipment, materials, software and supplies of the Commission on Elections

(COMELEC)	
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Commission on Elections

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
Completely filled—out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are complete and	None	45 minutes	Administrative Assistant Revenue Office
2. Present the application	correct. 2.1 Check completeness of	None	15 minutes	Officer of the Day,
and supporting documents at RO window	supporting documents. If incomplete, return to the applicant			Tax Specialist Revenue Office



	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.3.14 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	TEI to BOC. 4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



q. Section 23 of R.A.10086, as amended by Section 86(gg) of R.A. 10963 (Strengthening Peoples' Nationalism Through Philippine History Act)
Scientific, philosophical, historical and cultural books, supplies and materials of the National Historical Commission of the Philippines (NHCP)

Tilotorical Commiss			
Office or Division:	Revenue Office - Internal Revenue Division		
Classification:	Complex		
Type of Transaction:	G2G- Government-to-Government		
Who may avail:	National Historical Commission of the Philippines		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. Email Address	- Requesting Party		
4. Telephone Number	- Requesting Party		
5. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number	- Requesting Party		
APPLICATION:			
Completely filled—out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party		
3. Authorization letter (if authorized representative)	- Applicant/Requesting party		
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
6. NHCP Board Certification	- National Historical Commission of the Philippines		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.				
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office	



	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application			
	and supporting documents to appropriate RO Divisions.	N.		
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



r. Section 17 of R.A. 7898, as amended by R.A. 10349 (An Act Amending Republic Act No. 7898 Establishing the Revised AFP Modernization Program and for other Purposes), as amended by Section 86(ii) of R.A.10963 (TRAIN LAW)

Weapons, equipment and ammunitions of the Armed Forces of the Philippines (AFP)

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Armed Forces of the Philippines

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
Completely filled—out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party

- Notarized Affidavit of End-Use/Ownership
 Authorization letter (if authorized representative)
 Signed and dated Bill of Lading /Air Waybill
 Commercial Invoice (Packing List, if applicable)
 DND certification that the shipment is under the AFP Modernization Program
 NTC and/or CAAP Certification, if applicable
- Department of National Defense
 National Telecommunications Commission / Civil

- Shipping Company

- Shipper from country of origin

8. PNP/DTI-STMO Import Clearance, if applicable
- Philippine National Police/ Department of Trade and Industry- Strategic Trade Management Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	TEI to BOC. 4.1 Generate an emailnotice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



s. Section 15(a) of R.A. 11639, (General Appropriations Act for the Fiscal Year 2022)

National internal revenue tax and import duties payable or assumed by national government agencies and its instrumentalities, constitutional offices enjoying fiscal autonomy and state universities and colleges arising from foreign donations, grants and loans.

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	National government agencies, constitutional offices enjoying fiscal
	autonomy, SUCs, BFP, DND, PNP, PCG, NCWC and government hospitals.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	

- 1. Completely filled-out DOF-RO Form No. 91
- 2. Notarized Affidavit of End-Use/Ownership
- 3. Authorization letter (if authorized representative)
- 4. Signed and dated Import Bill of Lading/AWB
- 5. Commercial Invoice (Packing List, if applicable)
- 6. Deed of Donation and Acceptance, or copy of grant or loan agreement
 - Other Documents to support the importation of the agency required under DOF-DBM Joint Circular No. 1 dated 30 April 2014 must be submitted at the BOC
- DOF website
- Applicant/Requesting party
- Applicant/Requesting party
- Shipping Company
- Shipper from country of origin
- Donor and Donee, or Applicant/Requesting party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	applicant 2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director III Revenue Office



	shipment requires verification/inspection.			
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



t. Section 15(b) of R.A. 11639, (General Appropriations Act for the Fiscal Year 2022)
Importation of the Department of National Defense, Philippine National Police, Bureau of Fire Protection, Philippine Coast Guard and the National Coast Watch Center, special hospitals, specialty hospitals, DOH-retained hospitals and SUCs hospitals on importation of health equipment.

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	National government agencies, constitutional offices enjoying fiscal autonomy, SUCs, BFP, DND, PNP, PCG, NCWC and government hospitals.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
Completely filled-out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party
4. Signed and dated Import Bill of Lading/AWB	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
 Other Documents to support the importation of 	
the agency required under DOF-DBM Joint	
Circular No. 1 dated 30 April 2014 must be	
submitted at the BOC	
CLIENT STEDS ACENCY ACTION	FFFE TO BE DECCESSING DEDCON

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed 3.2 notice of acceptance notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.3.14 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	TEI to BOC. 4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



u. Section 21 of R.A. 7356 (Law Creating the National Commission for Culture and the Arts), as amended by Section 86(i) of R.A. 10963 (TRAIN Law)
Materials of the NCCA for the use of Filipino artists

Office or Division:	Revenue Office - Internal Revenue Division		
Classification:	Complex		
Type of Transaction:	G2G- Government-to-Government		
Who may avail:	National Commission for Culture and the Arts		

Transfer Commission for Canada and the 7 the				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee	- Requesting Party			
2. Tax Identification Number	- Bureau of Internal Revenue			
3. Email Address	- Requesting Party			
4. Telephone Number	- Requesting Party			
5. Official Address	- Requesting Party			
B. Broker/s, if any				
Tax Identification Number	- Bureau of Internal Revenue			
2. License Number	- Professional Regulation Commission			
3. Name of Broker	- Requesting Party			
4. Email Address	- Requesting Party			
5. Contact Number	- Requesting Party			
APPLICATION:				
Completely filled—out DOF-RO Form No. 91	- DOF website			
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party			
3. Authorization letter (if authorized representative)	- Applicant/Requesting party			
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company			
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin			
6. BOI Certification of non-availability	- Board of Investments			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office



3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite.	None	1 hour	Administrative Officer Central Records Management Division
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment	None	4 hours	Director IV Revenue Office
	is also made whether the shipment requires verification/inspection.			



	0.40 D : /	N.I.	0.1	A
	3.10 Review/approve the	None	8 hours	Assistant
	TEI/formal letter of			Secretary or
	compliance.			Undersecretary
				Revenue Operations
				Group
3c. Receive email that	3.11 Generate an email-	None	2 hours	Administrative
the application has been	notice to the applicant thru			Assistant
acted upon by the	TES-Lite that the			Revenue Operations
Revenue Office and will	application has been acted			Group
be forwarded to CRMD	upon and will be forwarded			
for release.	to CRMD for release.			
	3.12 Transmit the			
	approved TEI/formal letter			
	of compliance and			
	supporting documents to			
	CRMD for release.			
	3.13 Prepare the approved	None	8 hours	Administrative
	TEI/formal letter of		12 minutes	Officer
	compliance for release.			Central Records
	3.14 Deliver the approved			Management Division
	TEI to BOC.			
4. Receive emailed	4.1 Generate an email-			
notice of release of result	notice to applicant thru			
of application.	TES-Lite either of the			
	following:			
	a. the release of TEI			
	b. the release of letter for			
	compliance thru postal			
	mail.			
	TOTAL:		4 days	
			5 hours	
			4.00	
			12 minutes	



5. Granting of Tax Exemption on Importations of intergovernmental bodies, organizations, and non-governmental entities

a. Section 39(a)(2)(b) of P.D. 269 (An Act Creating the National Electrification Administration), as amended by Section 109 of R.A. 9337

Equipment, machineries and spare parts of NEA registered electric cooperatives

Office or Division:	Revenue Office - Internal Revenue Division	
Classification:	Complex	
Type of Transaction:	G2B - Government-to-Business	
Who may avail:	Electric Cooperatives	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
ONE-TIME REGISTRATION	N:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission
4. DTI Registration Number (if applicable)	- Department of Trade and Industry
5. BOI Registration Number (if applicable)	- Board of Investments
6. Email Address	- Requesting Party
7. Telephone Number	- Requesting Party
8. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
1. Completely filled-out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party

7. BOI Certification of non-availability		- Board of Investments		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office

- Applicant/Requesting party

- Shipper from country of origin

- National Electrification Administration

- Shipping Company

3. Authorization letter (if authorized representative)

5. Commercial Invoice (Packing List, if applicable)

4. Signed and dated Bill of Lading /Air Waybill

6. NEA Certification



First time applicant start from Step 1 Registered applicant start from Step 2 2. Present the application and supporting documents at RO window	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	applicant 2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
File application with supporting documents at the Central Records Management Division. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.9 Review draft	None None	4 hours 4 hours	Director III Revenue Office Director IV
	TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.			Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



b. Section 1 of P.D. 292 (Defining the Status of, and Authorizing the Grant of Tax Exemption and other Privileges to the Aquaculture Department of the Southeast Asian Fisheries Development Center in the Philippines)

Goods for official and personal use of SEAFDEC aquaculture department and its foreign personnel

Office or Division:	Revenue Office - Internal Revenue Division	
Classification:	Complex	
Type of Transaction:	G2G- Government-to-Government	
Who may avail:	Southeast Asian Fisheries Development Center in the Philippines	

CHECKLIST OF R	REQUIREMENTS	V	HERE TO SECUE	RE
ONE-TIME REGISTRATION	N:			
A. Applicant				
1. Name of Consignee		- Requesting Party	1	
2. Tax Identification Number	er	- Bureau of Interna	al Revenue	
3. Email Address		- Requesting Party	1	
4. Telephone Number		- Requesting Party	1	
5. Official Address		- Requesting Party	1	
B. Broker/s, if any				
1. Tax Identification Number	er	- Bureau of Interna	al Revenue	
2. License Number		- Professional Reg	ulation Commissio	n
3. Name of Broker		- Requesting Party		
4. Email Address		 Requesting Party 	1	
5. Contact Number		 Requesting Party 	1	
APPLICATION:				
Completely filled—out D		 DOF website 		
Notarized Affidavit of End-Use/Ownership		- Applicant/Reques	• • •	
3. Authorization letter (if authorized representative)		- Applicant/Reques		
4. Signed and dated Bill of Lading /Air Waybill		- Shipping Compar		
5. Commercial Invoice (Packing List, if applicable)		- Shipper from cou	ntry of origin	
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON PESPONSIBLE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



First time applicant start from Step 1 Registered applicant start from Step 2 2. Present the application and supporting documents at RO window	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant 2.2. Encode the	None	15 minutes 30 minutes	Officer of the Day, Tax Specialist Revenue Office Administrative
	required entries in the TES-Lite system.	None	30 minutes	Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application.	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	



	TOTAL:		4 days 1 hour 12 minutes	
4. Receive emailed notice of release of result of application.	3.14 Deliver the approved TEI to BOC. 4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	email-notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to	INOTIC	2 Hours	Assistant Revenue Office
3c. Receive email that	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.10 Generate an	None None	8 hours 2 hours	Director IV Revenue Office Administrative
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office



c. Section 1 of P.D. 1171 (Providing Certain Tax Exemptions to the Southeast Asian Regional Center for Graduate Study and Research in Agriculture and for Other Purposes)
Goods for official and personal use of Southeast Asian Regional Center for Graduate Study and Research in Agriculture.

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Southeast Asian Regional Center for Graduate Study and Research in Agriculture

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
Completely filled—out DOF-RO Form No. 91	- DOF website
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
4. DFA Recommendation	- Departmen of Foreign Affairs
Letter request from SEARCA	- SEARCA
ALIENT OTERS A SENSY A STICK	FEED TO DE DECOMONIO DEDOCNI

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records Management Division.	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division



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Revenue Office
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urs Action Officer
(Tax Specialist II,
Sr. Tax
Specialist,
Supervising Tax
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to the
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Revenue Office
urs Director III
Revenue Office
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	is also made whether the shipment requires verification/inspection.			
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC. 4.1 Generate an emailnotice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	TOTAL:		4 days 4 hours 27 minutes	



d. Sec. 2 of P.D. 1362 (Allowing Radio Broadcasting and Television Stations to Import Radio or Television Equipment, Spare Parts and Allied Technical and Program Materials, x x x Subject to Certain Conditions)

Radio or television equipment, spare parts and allied technical and program materials of radio broadcasting, cable and television stations

Office or Division:	Revenue Office - Internal Revenue Division		
Classification:	Complex		
Type of Transaction:	G2B - Government-to-Business		
Who may avail:	Radio Broadcasting Cable and Television Stations		
CUTCKLIST OF DECLUDEMENTS WILEDE TO SECURE			DE TO CECUDE

Who may avail:	Radio Broadcasting Cable and Television Stations			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATIO	N:			
A. Applicant				
1. Name of Consignee		- Requesting Party		
2. Tax Identification Number		- Bureau of Internal Revenue		
3. SEC Registration Number		- Securities and Exchange Commission		
4. DTI Registration Numbe		- Department of Trade and Industry		
5. BOI Registration Number	r (if applicable)	- Board of Investments		
6. Email Address		- Requesting Party		
7. Telephone Number		- Requesting Party		
8. Official Address		- Requesting Party		
B. Broker/s, if any				
Tax Identification Number	er	- Bureau of Internal Revenue		
2. License Number		- Professional Regulation Commission		
3. Name of Broker		- Requesting Party		
4. Email Address		- Requesting Party		
5. Contact Number		- Requesting Party		
APPLICATION:				
Completely filled—out Do		- DOF website		
2. Notarized Affidavit of Er	•	- Applicant/Requesting party		
3. Authorization letter (if a		- Applicant/Requesting party		
4. Signed and dated Bill of		- Shipping Company		
5. Commercial Invoice (Pa		- Shipper from country of origin		
6. BOC & KBP/ PIA Certification of Airtime Credit		- Bureau of Customs and Philippine Information		
7 Compared Draw deposit/Coble cost Compared		Agency/Kapisanan ng mga Broadkaster ng Pilipinas		
7. Copy of Broadcast/Cablecast Contract		- Applicant/Requesting party		
8. NEDA Certification non-	local avallability	- National Economic and Development Authority		
9. NTC Import Permit	a cuti a cura a a cuith tha a la sura	- National Telecommunications Commission		
For Authority to Imp	port: same as with the above			

requirements except B/L or AWB				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director III Revenue Office



	shipment requires verification/inspection.			
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



e. Article 5(1), (4) and 9(4)(e) of P.D. 1620 (Granting to the International Rice Research Institute the Status, Prerogatives, Privileges and Immunities of an International Organization)
Official goods, personal and household effects of International Rice Research Institute, its non-Filipino personnel

Office or Division:	Revenue Office - Internal Revenue Division		
Classification:	Complex		
Type of Transaction:	G2G - Government-to-Government		
Who may avail:	International Rice Research Institute		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Email Address	- Requesting Party
3. Telephone Number	- Requesting Party
4. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
Completely filled—out DOF-RO Form No. 91	- DOF website
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
4. DFA Recommendation	- Department of Foreign Affairs
5. Letter request from IRRI	- International Rice Research Institute

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant	None	1 hour	Administrative Officer Central Records Management Division



3. File application with supporting documents at	3.1 Receive the application and			
the Central Records Management Division.	supporting documents, encode required entries			
(For documents originating from DFA)	in the TES-Lite and generate trace number			
	for the application. If incomplete, return to			
3a. Receive emailed	applicant. 3.2 Generate an email-			
notice of acceptance of	notice to applicant on			
application.	the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the			
	application and supporting documents			
	to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft	None	4 hours	Division Chief
	TEI/formal letter of compliance. Assessment is also made whether the	INOLIE	4 Hours	Revenue Office
	shipment requires verification/inspection.			



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review/approve the TEI/formal letter of compliance.	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email-notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC. 4.1 Generate an emailnotice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	TOTAL:		4 days 27 minutes	



f. Section 1 of R.A. 3676 (An Act Exempting the Ramon Magsaysay Award Foundation from the Payment of Taxes and Fees, Whether National or Local, as well as Constructions, Gifts and Donations Given Thereto)

Goods of the Ramon Magsaysay Award Foundation

4. Signed and dated Bill of Lading/Air Waybill

5. Commercial Invoice (Packing List, if applicable)

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Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2B - Government-to-Business
Who may avail:	Ramon Magsaysay Award Foundation

a i dalidation	
WHERE TO SECURE	
- Requesting Party	
- Bureau of Internal Revenue	
- Securities and Exchange Commission	
- Department of Trade and Industry	
- Board of Investments	
- Requesting Party	
- Requesting Party	
- Bureau of Internal Revenue	
- Professional Regulation Commission	
- Requesting Party	
- Requesting Party	
- Requesting Party	
- DOF website	
- Applicant/Requesting party	
- Applicant/Requesting Party	

- Shipping Company

- Shipper from country of origin

o. Commercial invoice (Lacking List, il applicable)		Chipper from country or origin		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office



3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the			
	receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	TOTAL:		4 days 5 hours 12 minutes	
4. Receive emailed notice of release of result of application.	TEI to BOC. 4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.3.14 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Group Administrative Assistant Revenue Operations Group
	verification/inspection. 3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations
	shipment requires			



g. Section 242 of P.D. 442, (Labor Code of the Philippines), as amended by Section 17 of R.A. 6715

Goods received by legitimate labor organizations from fraternal and similar organizations

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2B - Government-to-Business
Who may avail:	Labor Organizations

wno may avaii:	Labor Organizations		
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION	DN:		
A. Applicant			
Name of Consignee		- Requesting Party	
2. Tax Identification Number	er	- Bureau of Internal Revenue	
3. SEC Registration Numb	er (if applicable)	- Securities and Exchange Commission	
4. DTI Registration Numbe	er (if applicable)	- Department of Trade and Industry	
5. Email Address		- Board of Investments	
6. Telephone Number		- Requesting Party	
7. Official Address		- Requesting Party	
B. Broker/s, if any			
1. Tax Identification Number	er	- Bureau of Internal Revenue	
2. License Number		- Professional Regulation Commission	
3. Name of Broker		- Requesting Party	
4. Email Address		- Requesting Party	
5. Contact Number		- Requesting Party	
APPLICATION:			
 Completely filled—out Description 	OF-RO Form No. 91	- DOF website	
Notarized Affidavit of Er	nd-Use/Ownership	 Applicant/Requesting party 	
3. Authorization letter (if a	uthorized representative)	 Applicant/Requesting party 	
4. Signed and dated Bill of	f Lading /Air Waybill	- Shipping Company	

- Shipper from country of origin

- Department of Labor and Employment

5. Commercial Invoice (Packing List, if applicable)

7. Authenticated/Apostilled Deed of Donation

6. Recommendation from DOLE

8. Notarized Deed of Acceptance

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. First time applicant start from	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the	None	45 minutes	Administrative Assistant Revenue Office
Step 1Registered applicant start from Step 2	registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	applicant			

- Donor

- Donee



	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Assistant Secretary or Undersecretary Revenue Operations Group
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC. 4.1 Generate an emailnotice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	TOTAL:		4 days 5 hours 12 minutes	



h. Section 8(d) of R.A. 7278, (An Act to Create a Public Corporation to be Known as the Boy Scouts of the Philippines), as amended by Section 86(d) of R.A. 10963 (TRAIN Law) Goods donated to the Boy Scouts of the Philippines

	10 20 J 000 11.0 1 11.11 Pp. 1100
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2B - Government-to-Business
Who may avail:	Boy Scouts of the Philippines

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission		
4. DTI Registration Number (if applicable)	- Department of Trade and Industry		
5. Email Address	- Requesting Party		
6. Telephone Number	- Requesting Party		
7. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number	- Requesting Party		
APPLICATION:			
Completely filled—out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party		
3. Authorization letter (if authorized representative)	- Applicant/Requesting party		
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
Authenticated/Apostilled Deed of Donation	- Donor		
7. Notarized Deed of Acceptance	- Donee		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	ru RO Kiosk or on-line provide corporate/ entries. dividual information and load the documents in	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office



3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed	3.1 Receive the application and generate trace number for the application. 3.2 Generate an email-	None	1 hour	Administrative Officer Central Records Management Division
notice of acceptance	notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	TOTAL:		4 days 5 hours 12 minutes	
4. Receive emailed notice of release of result of application.	3.14 Deliver the approved TEI to BOC. 4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Group Administrative Assistant Revenue Operations Group
	verification/inspection. 3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations
	shipment requires			



i. Section 6 of R.A. 7459 (Investors and Inventions Incentives Act of the Philippines), as amended by Section 86(zz) of R.A. 10963 (TRAIN LAW)

Goods of Filipino inventors for the development and commercialization of technologies

Coode of Filipine inv	remere for the development and commercialization of technologies
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2B - Government-to-Business
Who may avail:	Filipino Inventors

Filipino inventors			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission		
4. DTI Registration Number (if applicable)	- Department of Trade and Industry		
5. BOI Registration Number (if applicable)	- Board of Investments		
6. Email Address	- Requesting Party		
7. Telephone Number	- Requesting Party		
8. Official Address	- Requesting Party		
B. Broker/s, if any			
1. Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number	- Requesting Party		
APPLICATION:			
Completely filled–out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party		
3. Authorization letter (if authorized representative)	- Applicant/Requesting party		
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office

6. DOST recommendation

7. BOI certification of non-availability

- Board of Investments

- Department of Science and Technology



	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.3.14 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	TEI to BOC. 4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



j. Section 18 of R.A. 7686 (The Dual Tech Training System Act of 1994)
Essential equipment, apparatus and materials of government dual training educational institutions accredited by the Technical Education and Skills Development Authority (TESDA)

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2B - Government-to-Business
Who may avail:	Dual Training Private Educational Institutions

Who may avail:	Dual Training Private Educational Institutions		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATIO	N:		
A. Applicant			
1. Name of Consignee		- Requesting Party	
2. Tax Identification Number		- Bureau of Internal Revenue	
3. SEC Registration Number	` ' '	- Securities and Exchange Commission	
4. DTI Registration Numbe	` '' '	- Department of Trade and Industry	
5. BOI Registration Numbe	r (if applicable)	- Board of Investments	
6. Email Address		- Requesting Party	
7. Telephone Number		- Requesting Party	
8. Official Address		- Requesting Party	
B. Broker/s, if any			
1. Tax Identification Number	er	- Bureau of Internal Revenue	
2. License Number		- Professional Regulation Commission	
3. Name of Broker		- Requesting Party	
4. Email Address		- Requesting Party	
5. Contact Number		- Requesting Party	
APPLICATION:			
1. Completely filled-out DOF-RO Form No. 91		- DOF website	
2. Notarized Affidavit of End-Use/Ownership		- Applicant/Requesting party	
3. Authorization letter (if authorized representative)		- Applicant/Requesting party	
4. Signed and dated Bill of Lading /Air Waybill		- Shipping Company	
5. Commercial Invoice (Pa	cking List, if applicable)	- Shipper from country of origin	

7. BOI Certification of non-availability		- Board of Inves	stments	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office

Authority

6. TESDA recommendation

- Technical Education and Skills Development



	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary
				Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
	3.14 Deliver the approved TEI to BOC.			Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



k. Section 18 of R.A. 7686 (The Dual Tech Training System Act of 1994)
Essential equipment, apparatus and materials of private dual training educational institutions accredited by the Technical Education And Skills Development Authority (TESDA)

Office or Division: Revenue Office - Internal Revenue Division			
Classification:	Complex		
Type of Transaction:	G2B - Government-to-Business		
Who may avail:	Dual Training Private Educational Institutions		

Who may avail:	Dual Training Private Educ	Educational Institutions			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION	N:				
A. Applicant					
1. Name of Consignee		- Requesting Party			
2. Tax Identification Number	_	- Bureau of Internal Revenue			
3. SEC Registration Number	` ,	- Securities and Exchange Commission			
4. DTI Registration Numbe		- Department of Trade and Industry			
5. BOI Registration Number	er (if applicable)	- Board of Investments			
6. Email Address		- Requesting Party			
7. Telephone Number		- Requesting Party			
8. Official Address		- Requesting Party			
B. Broker/s, if any					
Tax Identification Number	er	- Bureau of Internal Revenue			
2. License Number		- Professional Regulation Commission			
3. Name of Broker		- Requesting Party			
4. Email Address		- Requesting Party			
5. Contact Number		- Requesting Party			
APPLICATION:					
Completely filled-out December 1. Completely filled-out December 2.	OF-RO Form No. 91	- DOF website			
2. Notarized Affidavit of Er	nd-Use/Ownership	- Applicant/Requesting party			
3. Authorization letter (if a		- Applicant/Requesting party			
4. Signed and dated Bill of Lading /Air Waybill		- Shipping Company			
5. Commercial Invoice (Pa	• • • • • • • • • • • • • • • • • • • •	- Shipper from country of origin			
6. TESDA recommendation	n	- Technical Education and Skills Development			
		Authority			
7. BOI Certification of non-	-availability	- Board of Investments			

<u> </u>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office

- Applicant/Requesting party or Securities and

Exchange Commission

8. Copy of Charter or SEC Registration



	incomplete, return to the applicant			
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.10 Review/approve the TEI/formal letter of compliance.	None None	4 hours 8 hours	Director IV Revenue Office Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC. 4.1 Generate an emailnotice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	TOTAL:		4 days 5 hours 12 minutes	



I. Section 9 of R.A. 9511 (An Act Granting the National Grid Corporation of the Philippines a Franchise, x x x), as amended by Section 86(bbb) of RA No. 10963 (TRAIN Law) Equipment, machinery, spare parts and supplies of the National Grid Corporation of the Philippines (NGCP)

	<i>,</i>		
Office or Division: Revenue Office - Internal Revenue Division			
Classification:	Complex		
Type of Transaction:	G2B - Government-to-Business		
Who may avail:	National Grid Corporation of the Philippines		

who may avail:	national Grid Corporation of the Philippines				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
ONE-TIME REGISTRATION	N:				
A. Applicant					
1. Name of Consignee		- Requesting Party			
2. Tax Identification Number		- Bureau of Internal Revenue			
3. SEC Registration Numb	` ' '	- Securities and Exchange Commission			
4. DTI Registration Numbe	` ,	- Department of Trade and Industry			
5. BOI Registration Number	er (if applicable)	- Board of Investments			
6. Email Address		- Requesting Party			
7. Telephone Number		- Requesting Party			
8. Official Address		- Requesting Party			
B. Broker/s, if any		5 (1)			
1. Tax Identification Number	er	- Bureau of Internal Revenue			
2. License Number		- Professional Regulation Commission			
3. Name of Broker		- Requesting Party			
4. Email Address		- Requesting Party			
5. Contact Number		- Requesting Party			
APPLICATION:					
Completely filled—out December 1. Completely filled—out December 2.	OF-RO Form No. 91	- DOF website			
Notarized Affidavit of End-Use/Ownership		- Applicant/Requesting party			
3. Authorization letter (if a	• • • • • • • • • • • • • • • • • • • •	- Applicant/Requesting party			
4. Signed and dated Bill of	•	- Shipping Company			
E O	. alido and the C. M. and alido a late \	China an france account of a visite			

۷.	Notatized Affidavit of Effd-Ose/Ownership	- Applicant/Nequesting party
3.	Authorization letter (if authorized representative)	 Applicant/Requesting party
4.	Signed and dated Bill of Lading /Air Waybill	- Shipping Company
5.	Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
6.	Picture/Technical Description of the shipment (in	 Applicant/Requesting party
	case the item is not commonly identifiable	
7.	NTC Certification, if applicable	- National Telecommunications Commission

7. NTO Certification, if applicable		- National Telecommunications Commission		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director III Revenue Office
	shipment requires verification/inspection.	None		
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.3.14 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	TEI to BOC. 4.1 Generate an emailnotice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



m. Article 61 of R.A. 9520 (Philippine Cooperative Code of 2008)

Machineries, equipment and spare parts of Cooperative Development Authority (CDA) registered cooperatives

rogiotoroa ocope	STATIVOS	
Office or Division: Revenue Office - Internal Revenue Division		
Classification:	Complex	
Type of	G2B - Government-to-Business	
Transaction:		
Who may avail:	CDA Registered Cooperatives	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. CDA Registration Number	- Cooperative Development Authority		
4. DTI Registration Number (if applicable)	- Department of Trade and Industry		
5. BOI Registration Number (if applicable)	- Board of Investments		
6. Email Address	- Requesting Party		
7. Telephone Number	- Requesting Party		
8. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number	- Requesting Party		
APPLICATION:			
1. Completely filled—out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party		
3. Authorization letter (if authorized representat	_ · · · · · · · · · · · · · · · · · · ·		
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company		
5. Commercial Invoice (Packing List, if applicab	- Shipper from country of origin		
6. CDA recommendation	- Cooperative Development Authority		
7. BOI Certification of non-availability	- Board of Investments (BOI)		
8. Articles of Cooperation and By-Laws	- Applicant/Requesting party		
Latest Audited Financial Statement	- Applicant/Requesting Party		
CLIENT STEPS ACENCY ACTION	FEES TO BE DECESSING DEDSON		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite.			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is	None	4 hours	Director III Revenue Office



	also made whether the shipment requires verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires	None	4 hours	Director IV Revenue Office
	verification/inspection. 3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



` '	. 10072 (The Philippine I	Red Cross Act of 2009)
	pine Red Cross (PRC)	
Office or Division:	Revenue Office - Interr	nal Revenue Division
Classification:	Complex	
Type of Transaction:	G2B - Government-to-l	Business
Who may avail:	Philippine Red Cross	
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE
A. Applicant 1. Name of Consignee 2. Tax Identification Number 3. SEC Registration Number 4. DTI Registration Number 5. Email Address 6. Telephone Number 7. Official Address B. Broker/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number	er er (if applicable) er (if applicable)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Professional Regulation Commission Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party

APPLICATION:

1. Completely filled-out DOF-RO Form No. 91	- DOF website
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party

4. Signed and dated Bill of Lading /Air Waybill - Shipping Company

5. Commercial Invoice (Packing List, if applicable)		- Shipper from cou	ntry of origin	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office



3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application.	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TESLite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) If application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



	3.9 Review/approve the TEI/formal letter of compliance.	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email-notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC. 4.1 Generate an emailnotice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	TOTAL:		4 days 1 hour 12 minutes	



o. Section 11 (b) and (c) of R.A. 10073 (GSP Charter of 2009)
Goods purchased by or donated to the Girl Scouts of the Philippines (GSP)

 Office or Division:
 Revenue Office - Internal Revenue Division

 Classification:
 Complex

 Type of Transaction:
 G2B - Government-to-Business

Who may avail:	Girl Scouts of the Philippines			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION	N:			
A. Applicant				
1. Name of Consignee		- Requesting Party		
2. Tax Identification Number	er	- Bureau of Internal Revenue		
3. SEC Registration Number	er (if applicable)	 Securities and Exchange Commission 		
4. DTI Registration Numbe	r (if applicable)	- Department of Trade and Industry		
5. Email Address		- Requesting Party		
6. Telephone Number		- Requesting Party		
7. Official Address		- Requesting Party		
B. Broker/s, if any				
1. Tax Identification Number	er	- Bureau of Internal Revenue		
2. License Number		- Professional Regulation Commission		
3. Name of Broker		- Requesting Party		
4. Email Address		- Requesting Party		
5. Contact Number		- Requesting Party		
APPLICATION:				
1. Completely filled-out DOF-RO Form No. 91		- DOF website		
Notarized Affidavit of End-Use/Ownership		- Applicant/Requesting party		
3. Authorization letter (if authorized representative)		- Applicant/Requesting party		
4. Signed and dated Bill of Lading /Air Waybill		- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)		- Shipper from country of origin		

donation)
7. Notarized Deed of Acceptance

6. Authenticated/Apostilled Deed of Donation (if

- Donee

- Donor

7. Notarized Deed of Acceptance		- Donee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant



				Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
4. Receive emailed notice of release of result	 3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC. 4.1 Generate an email-notice to applicant thru 	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
of application.	TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



6. Granting of Tax Exemption on Foreign Donations

a. Section 800 of the last clause of the last paragraph of R.A. No. 10863 (CMTA)
 Donation of goods endorsed by the National Economic Development Authority (NEDA) in the interest of National Economic Development

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2B - Government-to-Government
	G2B - Government-to-Business
Who may avail:	Government agencies, public and private hospitals, non-profit religious or
	charitable institutions and business entities.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
If Business	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission
4. DTI Registration Number (if applicable)	- Department of Trade and Industry
5. BOI Registration Number (if applicable)	- Board of Investments
6. Email Address	- Requesting Party
7. Telephone Number	- Requesting Party
8. Official Address	- Requesting Party
If Government	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting Party
4. Email Address	- Requesting Party
5. Contact Number	- Requesting Party
APPLICATION:	
Completely filled—out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party
4. Signed and dated Bill of Lading/Air Waybill	- Shipping Company
5. Commercial or Non-Commercial Invoice (e.g.	- Shipper from country of origin
Proforma Invoice, Consignment Invoice, if available)	
or equivalent document (Statement of Value	
Invoice).	
6. NEDA endorsement	- National Economic and Development Authority
7. Authenticated/Apostilled Deed of Donation, if	- Donor
donation	
8. Deed of Acceptance	- Donee



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.			
	3.3 Assign application to respective RO Divisions thru TES-Lite. 3.4 Route the application			
	and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office



	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Operations Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
Receive emailed notice of release of result of application.	4.1 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



b. Section 800(m) of R.A. 10863 (CMTA)
 Donation of goods to the Philippine government or any registered relief organization for free distribution to the needy

Office or Division:	Revenue Office - Internal Revenue Division	
Classification:	Complex	
Type of	G2G- Government to Government	
Transaction:	G2B - Government-to-Business	
Who may avail:	Government entities, Non-government relief organizations	

who may avail: Government entities, Non-government relief organizations			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
If Government			
1. Name of Consignee	- Requesting Party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. Email Address	- Requesting Party		
4. Telephone Number	- Requesting Party		
5. Official Address	- Requesting Party		
If Business			
1. Name of Consignee	- Requesting Party		
2. Tax Identification Number	- Requesting Party		
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission		
4. DTI Registration Number (if applicable)	- Department of Trade and Industry		
5. BOI Registration Number (if applicable)	- Board of Investments		
6. Email Address	- Requesting Party		
7. Telephone Number	- Requesting Party		
8. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number			
2. License Number			
3. Name of Broker			
4. Email Address			
5. Contact Number			
APPLICATION:			
Completely filled—out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party		
3. Authorization letter (if authorized representative)	- Applicant/Requesting party		
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company		
5. Commercial or Non-Commercial Invoice (e.g.	- Shipper from country of origin		
Proforma Invoice, Consignment Invoice, if available)			
or equivalent document (Statement of Value			
Invoice).			
6. Itemized Packing list (for foodstuff and medicines,	- Shipper from country of origin		
indicate expiry dates).			
DSWD/DepEd/DOH recommendation	- Department of Social Welfare and Development,		
	Department of Health, Department of Education		
Authenticated/Apostilled Deed of Donation	- Donor		
Notarized Deed of Acceptance	- Donee		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or online to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email-notice to applicant on the receipt of application thru TES-Lite.3.3 Assign application to respective RO Divisions thru			
	TES-Lite. 3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office



	TOTAL.		5 hours 12 minutes	
4. Receive emailed notice of release of result of application.	TEI to BOC. 4.1 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		4 days	
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Assistant Revenue Operations Group
3c. Receive email that	3.10 Review/approve the TEI/formal letter of compliance. 3.11 Generate an email-	None None	8 hours 2 hours	Assistant Secretary or Undersecretary Revenue Operations Group Administrative
	verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	whether the shipment requires verification/inspection. 3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires	None	4 hours	Director III Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made	None	4 hours	Division Chief Revenue Office



1. Granting of Tax Exemption on Importation of Investment Promotion Agencies (IPA) Registered Firms

a. Section 294 (D) in relation to Section 295(C) of the NIRC, as amended by Section 16 of RA 11534 (CREATE Law)

Capital equipment, spare parts and accessories imported by BOI registered new and expanding enterprises

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple Transaction
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	BOI Registered Enterprises

Vho may avail: BOI Registered Enterprises		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION:	WIERE TO GEOGRE	
A. Applicant		
1. Name of Consignee	- Requesting party	
2. Tax Identification Number	- Bureau of Internal Revenue	
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission	
4. DTI Registration Number (if applicable)	- Department of Trade and Industry	
5. BOI Registration Number (if applicable)	- Board of Investments	
6. Email Address	- Requesting party	
7. Telephone Number	- Requesting party	
8. Official Address	- Requesting party	
B. Broker/s, if any	- Bureau of Internal Revenue	
Tax Identification Number	- Professional Regulation Commission	
2. License Number	- Requesting party	
3. Name of Broker	- Requesting party	
4. Email Address	- Requesting party	
5. Contact Number		
APPLICATION:		
Completely filled-out DOF-RO Form No. 91	- DOF website	
2. Notarized Affidavit of End-use/Ownership	- Requesting party/Applicant	
3. Signed and dated Bill of Lading/AWB	- Shipping Company	
4. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin	
5. BOI Certificate of Registration with	- Board of Investments	
Annexes/Terms and Conditions	- Board of Investments	
6. Certificate of Authority to Import/Admission	- Board of Investments/Investment Promotions	
Entry	Agencies	
issued by IPA	- Board of Investments	
7. BOI Certificate of Local Non-Availability		
(applicable only beginning 23 June 2022)	- Requesting party/Applicant	
8. Completely filled-out DOF-RO Form No. 155		
(if applicable)	- Requesting party/Applicant	
9. Proforma Invoice	- Board of Investments/Investment Promotions	
10. Certificate of Registration from IPA with	Agencies	
Annexes/Terms and Conditions	- Issuing bank/Requesting party	
11. Bank Transaction (Mode of Importation/LC, DA,	Degreeting posts/Applicate	
Purchase Order, etc.)	- Requesting party/Applicant	
12. Authorization letter (if authorized		
representative)		
13. Other documents that may be required to		
support compliance with conditions or		



requirements of the law (i.e. regulated item, etc.)

etc.)	etc.)				
CLIENT STEPS	AGENCY ACTION	FEES TO		PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information	1.1 Assist the applicant in encoding the required entries.	Non	e	45 minutes	Administrative Assistant Revenue Office
and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.				
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	Non	е	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	Non	e	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	Non	е	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010 Schedule o		15 minutes	Cashier General Services Division
		P100,000 & below From P101,000 to P400,000	₽200 ₽400		
		From P401,000 to P700,000 From	₽600		
		₽701,000 to ₽1,000,000 Over ₽1,000,000	₽800 ₽1,000		
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.	Non	е	1 hour	Administrative Officer Central Records Management Division
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite.				
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru TES- Lite.				



	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
6. Receive hard copy of approved TEI.	5.10 Prepare the approved TEI/formal letter of compliance for release.6.1 Release of approved TEI.	None	42 minutes	Administrative Officer Central Records Management Division



6a. Receive emailed notice of release of result of application.	6.2. Generate an email- notice to applicant thruTES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



b. E.O. No. 226, Art. 39(f)

Capital equipment with accessories consigned to BOI registered firms

Office or Division:	Revenue Office - Mabuhay Lane	
Classification: Simple Transaction		
Type of G2B - Government-to-Business		
Transaction:		
Who may avail: BOI Registered Enterprises		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission		
4. DTI Registration Number (if applicable)	- Department of Trade and Industry		
5. BOI Registration Number (if applicable)	- Board of Investments		
6. Email Address	- Requesting party		
7. Telephone Number	- Requesting party		
8. Official Address	- Requesting party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting party		
4. Email Address	- Requesting party		
5. Contact Number	- Requesting party		
APPLICATION:			
Completely filled-out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Requesting party/Applicant		
3. Signed and dated Bill of Lading/AWB	- Shipping Company		
4. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
5. Original Indorsement from the Board of	- Board of Investments		
Investments			
6. Authorization Letter (if authorized	- Requesting party/Applicant		
representative)			

representative)					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office	
and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.				
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office	



	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division. 5a. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to application thru TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is	Supervising Tax Specialist) Revenue Office



		N	returned to the applicant.	
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
6. Receive hard copy	5.10 Prepare the approved TEI/formal letter of compliance for release.6.1 Release of approved	None	42 minutes	Administrative Officer Central Records Management Division
of approved TEI. 6a. Receive emailed notice of release of result of application.	TEI. 6.2 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		2 days 5 hours 7 minutes	



c. R.A. 11534, Sec. 294(E) of the NIRC, as amended by Section 16 of R.A. 11534 (CREATE Law)

Goods directly used by a registered export enterprise for their registered project or activity

Office or Division:	ffice or Division: Revenue Office - Mabuhay Lane	
Classification:	Simple	
Type of	G2B - Government-to-Business	
Transaction:		
Who may avail:	BOI Registered Enterprises	

Who may avail: BOI Registered Enterprises					
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRAT A. Applicant	ΓΙΟΝ:				
1. Name of Consignee		- Requesting party			
2. Tax Identification Nur	mber	- Bureau of Interna	I Revenue		
3. SEC Registration Nur	mber (if applicable)	- Securities and Ex	change Commission	on	
4. DTI Registration Num		- Department of Tr			
5. BOI Registration Num	nber (if applicable)	- Board of Investm	ents		
6. Email Address		- Requesting party			
7. Telephone Number		 Requesting party 			
8. Official Address		 Requesting party 			
B. Broker/s, if any					
Tax Identification Nur	nber	- Bureau of Interna			
2. License Number		- Professional Reg	ulation Commissioi	n	
3. Name of Broker		- Requesting party			
4. Email Address		- Requesting party			
5. Contact Number		- Requesting party			
APPLICATION: 1. Completely filled-out DOF-RO Form No. 91 2. Notarized Affidavit of End-use/Ownership 3. Signed and dated Bill of Lading/AWB 4. Commercial Invoice (Packing list, if applicable) 5. Certificate of Registration from IPA with Annexes/Terms and Conditions 6. Completely filled-out DOF-RO Form No. 155 (if applicable) 7. Authorization letter (if authorized representative) 8. Other documents that may be required to support compliance with conditions or requirements of the law (i.e. regulated item, etc.)		 DOF website Requesting party Shipping Compar Shipper from cou Board of Investme Agencies DOF website Requesting party Requesting party 	ny ntry of origin ents/Investment Pr /Applicant	romotions	
CLIENT CTERS	ACENCY ACTION		DDOCESSING	DEDCON	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2 2. Present the application and supporting documents at RO window.	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant. 2.2. Encode the required entries in the TES-Lite.	None None	15 minutes 30 minutes	Officer of the Day, Tax Specialist Revenue Office Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division. 5a. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,



5b. Receive emailed	5.5.1 Generate an email-	None	Applicant is	Supervising Tax
notice of compliance.	notice of compliance thru TES-Lite and prepare a		given 2 days to comply with or	Specialist) Revenue Office
	formal compliance letter if		address the	
	application has discrepancy(ies).		deficiency(ies). Otherwise, a	
	discrepancy(les).		formal letter of	
			compliance is	
			issued and the	
			application is	
			returned to the	
	5.6. Review/approve the	None	applicant. 4 hours	Director IV
	TEI/formal letter of	140110	Tilouis	Revenue Office
	compliance. Assessment			
	is also made whether the			
	shipment requires			
	verification/inspection. 5.7 Review/approve the	None	8 hours	Assistant
	TEI/formal letter of	None	o nouis	Secretary/
	compliance.			Undersecretary
				Revenue Operations
				Group
5c. Receive email that	5.8 Generate an email-	None	1 hour and 30	Administrative
the application has	notice to the applicant thru TES-Lite that the		minutes	Assistant
been acted upon by the Revenue Office	application has been			Revenue Operations Group
and will be forwarded	acted upon and will be			Group
to CRMD for release.	forwarded to CRMD for			
	release.			
	5.9 Transmit the approved			
	TEI/formal letter of compliance and			
	supporting documents to			
	CRMD for release.			
	5.10 Prepare the	None	42 minutes	Administrative
	approved TEI/formal letter			Officer
	of compliance for release.			Central Records
6. Receive hard copy	6.1 Release of approved			Management Division
of approved TEI.	TEI.			
	C.O.Comorata an array			
6a. Receive emailed notice of release of	6.2 Generate an email- notice to applicant thru			
result of application.	TES-Lite either of the			
approation	following:			
	a. the release of TEI			
	b. the release of letter for			
	compliance thru postal mail.			
	TOTAL:		2 days	
			5 hours	
			7 minutes	



d. R.A. 11534, Section 294 (D) and (E) of the NIRC, as amended by Section 16 of R.A. 11534 (CREATE Law)
Spare parts by BOI registered firms

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	BOI Registered Enterprises

Del Registered Enterprises				
	F REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRA	TION:			
A. Applicant				
1. Name of Consignee		- Requesting party		
2. Tax Identification Nu	mber	- Bureau of Internal Revenue		
3. SEC Registration Nu	mber (if applicable)	- Securities and Exchange Commission		
4. DTI Registration Nun		- Department of Trade and Industry		
5. BOI Registration Nur	nber (if applicable)	- Board of Investments		
6. Email Address		- Requesting party		
7. Telephone Number		- Requesting party		
8. Official Address		- Requesting party		
B. Broker/s, if any				
Tax Identification Number	mber	- Bureau of Internal Revenue		
2. License Number		- Professional Regulation Commission		
3. Name of Broker		- Requesting party		
4. Email Address		- Requesting party		
5. Contact Number		- Requesting party		
APPLICATION	5055	DOT 1. 11		
Completely filled-out		- DOF website		
2. Notarized affidavit of		- Requesting party/Applicant		
Bill	port Bill of Lading/Airway	- Shipping Company		
	(Packing List, if applicable)	- Shipper from country of origin		
5. Certificate of Authori issued by IPA	ty to Import/Admission Entry	- Board of Investments/Investment Promotions Agencies		
6. BOI Certificate of Local (applicable only beginning)	cal Non-Availability nning 23 June 2022)	- Board of Investments		
7. Certificate of Registr		- Board of Investments/Investment Promotions		
Annexes/Terms and Conditions		Agencies		
8. Authorization Letter (if authorized representative)		- Requesting party/Applicant		
Other documents that may be required to		- Requesting party/Applicant		
support compliance with the law's conditions or				
	gulated item, permit to			
import)				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



and upload the	1.2 Approve the			
documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division. 5a. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)



				Revenue Office
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
6. Receive hard copy of approved TEI.	5.10 Prepare the approved TEI/formal letter of compliance for release.6.1 Release of approved TEI.	None	42 minutes	Administrative Officer Central Records Management Division
6a. Receive emailed notice of release of result of application.	6.2 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		2 days 5 hours 7 minutes	



2. Granting of Tax Exemption on Importations of Energy, Petroleum, Coal and Renewable Energy Firms

a. P.D. No. 87, Sec. 12(b)
 Machinery, equipment, spare parts, and all materials required for Indigenous petroleum operations

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	DOE Registered Enterprises engaged in petroleum operations

CHECKLIST O	F REQUIREMENTS	W	HERE TO SECUR	RE
ONE-TIME REGISTRAT	ΓΙΟΝ:			
A. Applicant				
1. Name of Consignee		- Requesting party		
2. Tax Identification Nur	nber	- Bureau of Interna	l Revenue	
3. SEC Registration Nur	mber (if applicable)	- Securities and Ex	change Commissi	on
4. DTI Registration Num	nber (if applicable)	- Department of Tra	ade and Industry	
5. BOI Registration Num	nber (if applicable)	- Board of Investme	ents	
6. Email Address		- Requesting party		
7. Telephone Number		- Requesting party		
8. Official Address		- Requesting party		
B. Broker/s, if any				
1. Tax Identification Nur	nber	- Bureau of Interna	l Revenue	
2. License Number		- Professional Reg	ulation Commissio	n
3. Name of Broker		- Requesting party		
4. Email Address		- Requesting party		
5. Contact Number		 Requesting party 		
APPLICATION:				
Completely filled-out		 DOF website 		
2. Notarized affidavit of	•	 Requesting party/ 		
	port Bill of Lading/Airway bill	 Shipping Compar 		
	(Packing List, if applicable)	- Shipper from coul		
5. DOE Certificate of Qu	ualification for Tax	 Department of En 	ergy	
Exemption				
6. Contract between DOE and the Contractor (for		 Requesting party/ 	Applicant	
new applicant)				
7. Purchase Order/Proforma Invoice		 Requesting party/ 	Applicant	
	Completely filled-out DOF-RO Form No. 155 (if - DOF website			
applicable)	!! '			
9. Authorization Letter (if authorized representative)	e) - Requesting party/Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2 2. Present the application and supporting documents	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the	None	15 minutes	Officer of the Day, Tax Specialist
at RO window.	applicant. 2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Revenue Office Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division. 5a. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,



5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a	None	Applicant is given 2 days to comply with or	Supervising Tax Specialist) Revenue Office
	formal compliance letter if application has		address the deficiency(ies).	1.070.1.00
	discrepancy(ies).		Otherwise, a formal letter of	
			compliance is issued and the	
			application is returned to the applicant.	
	5.6. Review/approve the TEI/formal letter of	None	4 hours	Director IV Revenue Office
	compliance. Assessment is also made whether the shipment requires			Revenue Onice
	verification/inspection. 5.7 Review/approve the	None	8 hours	Assistant
	TEI/formal letter of compliance.			Secretary/ Undersecretary
	·			Revenue Operations Group
5c. Receive email that	5.8 Generate an email-	None	1 hour and 30	Administrative
the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for		minutes	Assistant Revenue Operations Group
	release. 5.9 Transmit the approved			
	TEI/formal letter of compliance and supporting documents to			
	CRMD for release.	Nama	40 minutes	A also in in two tives
	5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records Management
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.			Division
6a. Receive emailed notice of release of result of application.	6.2 Generate an email- notice to applicant thru TES-Lite either of the			
	following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		2 days 5 hours 7 minutes	



b. P.D. No. 972, Sec. 16 (b)
Machinery, equipment, spare parts, and all materials required for coal developers

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	DOE Registered Enterprises engaged in coal development

The may avail. Doe registered Enterprises engaged in coal development						
	F REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATION:						
A. Applicant						
1. Name of Consignee		- Requesting party				
2. Tax Identification Nur	nber	- Bureau of Internal Revenue				
3. SEC Registration Nur		- Securities and Exchange Commission				
4. DTI Registration Num	` ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '	- Department of Trade and Industry				
5. BOI Registration Num	nber (if applicable)	- Board of Investments				
6. Email Address		- Requesting party				
7. Telephone Number		- Requesting party				
8. Official Address		- Requesting party				
B. Broker/s, if any						
1. Tax Identification Nun	nber	- Bureau of Internal Revenue				
2. License Number		- Professional Regulation Commission				
3. Name of Broker		- Requesting party				
4. Email Address		- Requesting party				
5. Contact Number		- Requesting party				
APPLICATION:						
1. Completely filled-out	DOF-RO Form No. 91	- DOF website				
2. Notarized affidavit of	End-Use/Ownership	- Requesting party/Applicant				
	port Bill of Lading/Airwaybill	- Shipping Company				
4. Commercial Invoice (Packing List, if applicable)		- Shipper from country of origin				
5. DOE Certificate of Qualification for Tax		- Department of Energy				
Exemption						
6. Contract between DOE and the Contractor (for		- Requesting party/Applicant				
new applicant)						
7. Purchase Order/Proforma Invoice		- Requesting party/Applicant				
8. Completely filled-out DOF-RO Form No. 155 (if		- DOF website				
applicable)						
9. Authorization Letter (if authorized		- Requesting party/Applicant				
representative)						
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2 2. Present the application and supporting documents at RO window.	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant. 2.2. Encode the required entries in the TES-Lite.	None None None	15 minutes 30 minutes	Officer of the Day, Tax Specialist Revenue Office Administrative Assistant Revenue Office Administrative
Payment at RO window.	payment based on the Schedule of Filing Fees.	None	10 minutes	Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division. 5a. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)



				Revenue Office
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
	CRMD for release. 5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records
6. Receive hard copy of approved TEI. 6a. Receive emailed notice of release of result of application.	6.1 Release of approved TEI. 6.2 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Management Division
	TOTAL:		2 days 5 hours 7 minutes	



c. R.A. No. 9513, Sec. 15(b) and Sec. 21(a) Components, parts and materials for the manufacture and/or fabrication of RE equipment and components

O(('	D Off Mal. I I			
Office or Division:	Revenue Office - Mabuhay Lane			
Classification:	Simple			
Type of	G2B - Government-to-Business			
Transaction:				
Who may avail:	DOE/BOI Registered Enterprises engaged in renewable energy development			

Wild may avail. DOL/BOT Registered Efficient is engaged in Terrewable energy developme				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee	- Requesting party			
2. Tax Identification Number	- Bureau of Internal Revenue			
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission			
4. DTI Registration Number (if applicable)	- Department of Trade and Industry			
5. BOI Registration Number (if applicable)	- Board of Investments			
6. Email Address	- Requesting party			
7. Telephone Number	- Requesting party			
8. Official Address	- Requesting party			
B. Broker/s, if any				
Tax Identification Number	- Bureau of Internal Revenue			
2. License Number	- Professional Regulation Commission			
3. Name of Broker	- Requesting party			
4. Email Address	- Requesting party			
5. Contact Number	- Requesting party			
APPLICATION:				
1. Completely filled-out DOF-RO Form No. 91	- DOF website			
2 Notarized affidavit of End-Use/Ownership	- Requesting party/Applicant			

- Notarized affidavit of End-Use/Ownership
- 3. Signed and dated import Bill of Lading/Airwaybill
- 4. Commercial Invoice (Packing List, if applicable)
- 5. BOI Certificate of Authority
- 6. BOI Certificate of Registration (with Annexes/General Terms and Conditions)
- 7. DOE Recommendation
- 8. Completely filled-out DOF-RO Form No. 155 (if applicable)
- 10. Authorization Letter (if authorized representatives)

- Requesting party/Applicant
- Shipping Company
- Shipper from country of origin
- Board of Investments
- Board of Investments
- Department of Energy
- DOF website
- Requesting party/Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2 2. Present the application and supporting documents at RO window.	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant. 2.2. Encode the required entries in the TES-Lite.	None None	15 minutes 30 minutes	Officer of the Day, Tax Specialist Revenue Office Administrative Assistant
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Revenue Office Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 below P200 From P401,000 to P400,000 From P401,000 to P600 P700,000 From P701,000 to P800 P701,000 to P800 P701,000 to P800 P1,000,000 P1,000,000 Over P1,000,000 P1,000	15 minutes	Cashier General Services Division
File application with supporting documents at the Central Records Management Division. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,



5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
6. Receive hard copy of approved TEI.	5.10 Prepare the approved TEI/formal letter of compliance for release. 6.1 Release of approved TEI.	None	42 minutes	Administrative Officer Central Records Management Division
6a. Receive emailed notice of release of result of application.	6.2 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		2 days 5 hours 7 minutes	



3. Granting of Tax Exemption on Importations of Educational Institutions

a. Sec. 4(3), Article XIV of the 1987 Philippine Constitution Non-stock, non-profit educational institutions

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	Non-stock, non-profit educational institutions

Who may avail:	Who may avail: Non-stock, non-profit educational institutions		
CHECKLIST OF	FREQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRAT	ΓΙΟΝ:		
A. Applicant 1. Name of Consignee 2. Tax Identification Number 3. SEC Registration Number (if applicable) 4. DTI Registration Number (if applicable) 5. BOI Registration Number (if applicable) 6. Email Address 7. Telephone Number 8. Official Address B. Broker/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number		 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Requesting Party Board of Investments Requesting Party Requesting Party Bureau of Internal Revenue Professional Regulation Commission Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party 	
APPLICATION:		requesting Fairty	
		 DOF website Requesting party/Applicant Shipping Company Shipper from country of origin Department of Education Commission on Higher Education Securities and Exchange Commission Commission on Higher Education/ Securities and Exchange Commission Bureau of Internal Revenue Requesting party/Applicant Requesting Party/Applicant Donor 	
Apostilled or Consula Notarized Deed of Ac		- Requesting Party/Applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support	1.1 Assist the applicant in encoding the required entries.1.2 Approve the registration if the uploaded	None	45 minutes	Administrative Assistant Revenue Office
of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division. 5a. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite.	None	1 hour	Administrative Officer Central Records Management Division



	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
	5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records Management
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.			Division



6a. Receive emailed notice of release of result of application.	6.2 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



4. Granting of Tax Exemption on Importations of Asian Development Bank

a. Agreement Between the Asian Development Bank and The Government of the Republic of the Philippines regarding the Headquarters of the Asian Development Bank, Secs. 34, 44 and 45 and R.A. No. 10963, Sec. 109(k)

Goods, articles, including motor vehicles, spare parts, and publications, used exclusively by the Asian Development Bank (ADB) its officers, and staff

7 total i Developini	ent Bank (188) its officers, and stan	
Office or Division:	Revenue Office - Mabuhay Lane	
Classification:	Simple	
Type of	G2B - Government-to-International Organizations	
Transaction:	G2C - Government-to-Citizen	
Who may avail:	Asian Development Bank, Officers and Staff	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting party
2. Email Address	- Requesting party
3. Telephone Number	- Requesting party
4. Official Address	- Requesting party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting party
4. Email Address	- Requesting party
5. Contact Number	- Requesting party
APPLICATION:	
1. Completely filled-out DOF-RO Form No. 91	- DOF website
2. Signed and dated Import Bill of Lading/AWB	- Shipping Company
3. Commercial invoice (Packing list, if applicable)	- Shipper from country of origin
4. DFA favorable recommendation	- Department of Foreign Affairs

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Administrative Assistant Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	



File application with supporting documents at the Central Records Management Division. Receive emailed notice of acceptance of application	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to application thru TES-Lite. 3.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 3.4 Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,
3b. Receive emailed notice of compliance.	3.6 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office
	3.7 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.8 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.9 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group



4. Receive hard copy of approved TEI. 4a. Receive emailed notice of release of result of application.	3.10 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release. 3.11 Prepare the approved TEI/formal letter of compliance for release. 4.1 Release of approved TEI. 4.2 Generate an emailnotice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	42 minutes	Administrative Officer Central Records Management Division
	TOTAL:	None	2 days 4 hours 42 minutes	



5. Granting of Tax Exemption on Importations of Personal Effects and Household Goods

a. E.O. No. 1037, Sec. 39(e)

Household furniture of Philippine Retirement Authority retirees

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2C - Government-to-Citizen
Transaction:	
Who may avail:	Retirees under Philippine Retirement Authority (PRA)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION: A. Applicant 1. Name of Consignee 2. Tax Identification Number 3. Passport Number 4. Email Address 5. Telephone Number	 Requesting party Bureau of Internal Revenue Department of Foreign Affairs Requesting party Requesting party
 6. Official Address B. Broker/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number 	 Requesting party Bureau of Internal Revenue Professional Regulation Commission Requesting party Requesting party Requesting party
 APPLICATION: Completely filled –out DOF-RO Form No. 91 Notarized Affidavit of End-Use/Ownership Signed and dated Import Bill of Lading/AWB Packing List Favorable recommendation from PRA Approved DOF letter of extension (if applicable) Original passport or photocopy duly authenticated by PRA Authorization Letter (if authorized representative) 	- DOF website - Requesting party/Applicant - Shipping Company - Shipper from country of origin - Philippine Retirement Authority - Department of Finance - DOF website - Requesting Party/Applicant - Requesting party/Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the	2.1 Chack completeness	None	15 minutes	Officer of the
application and	2.1 Check completeness of supporting documents.	inone	15 minutes	
supporting documents	If incomplete, return to the			Day, Tax
at RO window.	applicant.			Specialist
at its imidem.		N.I.	20 : 1	Revenue Office
	2.2. Encode the required	None	30 minutes	Administrative
	entries in the TES-Lite.			Assistant
				Revenue Office
3. Secure Order of	3.1 Issue order of	None	10 minutes	Administrative
Payment at RO	payment based on the			Assistant
window.	Schedule of Filing Fees.			Revenue Office
4. Pay the required	4.1 Receive payment and	DO No. 010-2019 Schedule of Fees:	15 minutes	Cashier
filing fee at the	issue Official Receipt.			General Services
Cashier window.		VALUE OF FILING IMPORTATION FEE		Division
		₽100,000 & P200		
		below From		
		P101,000 to P400 P400,000		
		From P401,000 to P600 P700,000		
		From P701,000 to P1,000,000		
		Over P1,000,000 P1,000		
5. File application with	5.1 Receive the	None	1 hour	Administrative
supporting documents	application and generate			Officer
at the Central Records	trace number for the			Central Records
Management Division.	application.			Management
5a. Receive emailed	5.2 Generate an email-			Division
notice of acceptance	notice to applicant on the			
of application	receipt of application thru			
	TES-Lite.			
	5.3 Assign application to			
	an Action Officer of RO-			
	Mabuhay Lane thru TES-			
	Lite. 5.4. Route the application			
	and supporting documents			
	to the designated Action			
	Officer of RO-Mabuhay			
	Lane.			
	5.5. Process the	None	4 hours	Action Officer
	application and draft the		-	(Tax Specialist II,
	Tax Exemption			Sr. Tax
	Indorsement (TEI) if			Specialist,
	application is sufficient.			อม ูย ผลแระ,



5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is	Supervising Tax Specialist) Revenue Office
	5.6 Paviow/approve the	None	returned to the applicant. 4 hours	Director IV
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	inone	4 Hours	Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
	5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records Management
6. Receive hard copy of approved TEI. 6a. Receive emailed notice of release of result of application.	6.1 Release of approved TEI. 6.2 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Division
	TOTAL:		2 days 5 hours 7 minutes	



b. R.A. No. 10863, Sec. 800(f) and R.A. No. 10963, Sec. 109(c) Household goods and personal effects of Overseas Filipino Workers or Filipino Balikbayan

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2C - Government-to-Citizen
Transaction:	
Who may avail:	Overseas Filipino Workers (OFWs)

Who may avail:	Overseas Filipino Workers (OFWs)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
ONE-TIME REGISTRAT	ΓΙΟΝ:		
A. Applicant			
1. Name of Consignee		- Requesting party	
2. Tax Identification Nur	nber	- Bureau of Internal Revenue	
3. Passport Number		- Department of Foreign Affairs	
4. Email Address		- Requesting party	
5. Telephone Number		- Requesting party	
6. Official Address		- Requesting party	
B. Broker/s, if any			
1. Tax Identification Nur	nber	- Bureau of Internal Revenue	
2. License Number		- Professional Regulation Commission	
3. Name of Broker		- Requesting party	
4. Email Address		- Requesting party	
5. Contact Number		- Requesting party	
APPLICATION:			
1. Completely filled-out	DOF-RO Form No. 91	- DOF website	
2. Notarized Affidavit of End-Use/Ownership		- Requesting party/Applicant	
3. Signed and dated Im	•	- Shipping Company	
4. Itemized Packing list	·	- Shipper from country of origin	

by DOLE and/or POEA (for overseas employment purposes) 6. Proof of residency/Certificate of employment

5. Valid Passport issued by the DFA and Certified

- (abroad)
- 7. Authorization Letter (if authorized representative)
- Shipper from country of originRequesting party/Applicant
- Department of Foreign Affairs/DFA Consular Office Abroad
- Requesting party/Applicant
- Requesting party/Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



				0.00
2. Present the	2.1 Check completeness	None	15 minutes	Officer of the
application and	of supporting documents.			Day, Tax
supporting documents	If incomplete, return to the			Specialist
at RO window.	applicant.			Revenue Office
	2.2. Encode the required	None	30 minutes	Administrative
	entries in the TES-Lite.			Assistant
				Revenue Office
3. Secure Order of	3.1 Issue order of	None	10 minutes	Administrative
Payment at RO	payment based on the			Assistant
window.	Schedule of Filing Fees.			Revenue Office
4. Pay the required	4.1 Receive payment and	DO No. 010-2019	15 minutes	Cashier
filing fee at the	issue Official Receipt.	Schedule of Fees:		General Services
Cashier window.	·	VALUE OF FILING		Division
		P100,000 & P000		
		below P200		
		From P101,000 to P400		
		P400,000 From		
		P401,000 to P600 P700,000		
		From P701,000 to P800		
		P1,000,000 Over P4,000		
		P1,000,000 P1,000		
5. File application with	5.1 Receive the	None	1 hour	Administrative
supporting documents	application and generate			Officer
at the Central Records	trace number for the			Central Records
Management Division.	application.			Management
5a. Receive emailed	5.2 Generate an email-			Division
notice of acceptance	notice to applicant on the			
of application	receipt of application thru			
	TES-Lite.			
	5.3 Assign application to			
	an Action Officer of RO-			
	Mabuhay Lane thru TES-			
	Lite.			
	5.4. Route the application			
	and supporting documents			
	to the designated Action			
	Officer of RO-Mabuhay			
	Lane.			
	5.5. Process the	None	4 hours	Action Officer
		None	4 กอนโร	Action Officer
	application and draft the			(Tax Specialist II,
	Tax Exemption Indorsement (TEI) if			Sr. Tax
	application is sufficient.			Specialist,
				•



5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
	supporting documents to CRMD for release. 5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records Management
6. Receive hard copy of approved TEI. 6a. Receive emailed notice of release of result of application.	6.1 Release of approved TEI. 6.2 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Division
	TOTAL:		2 days 5 hours 7 minutes	



c. R.A. No. 10863, Sec. 800(q)
Coffins, urns, personal effects and household goods of a deceased person

Office or Division:	Revenue Office - Mabuha	y Lane
Classification:	Simple	
Type of	G2C - Government-to-Citizen	
Transaction:		
Who may avail:	Representatives of deceased person	
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE

	<u></u>
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting party
Tax Identification Number	- Bureau of Internal Revenue
3. Passport Number	- Department of Foreign Affairs
4. Email Address	- Requesting party
5. Telephone Number	- Requesting party
6. Official Address	- Requesting party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting party
4. Email Address	- Requesting party
5. Contact Number	- Requesting party
APPLICATION:	
1. Completely filled-out DOF-RO Form No. 91	- DOF website
2. Notarized Affidavit of End-Use/Ownership	- Requesting party/Applicant
Signed and dated Bill of Lading/AWB /Postal	- Shipping Company
Registry	- Requesting party/Applicant
4. Itemized Packing list	- Requesting party/Applicant
5. Original Passport of the Deceased Person	- Department of Foreign Affairs/DFA Consular Office
3. Original Lassport of the Deceased Lerson	Abroad
6. Death Certificate	- Requesting party/Applicant
7. Marriage Certificate (if applicable)	- Requesting party/Applicant
	- Requesting party/Applicant
	- Requesting party/Applicant
8. Birth Certificate (if applicable)9. Authorization Letter (if authorized representative)	- Requesting party/Applicant - Requesting party/Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division. 5a. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of	Specialist) Revenue Office



			T	
			compliance is issued and the application is returned to the applicant.	
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
6. Receive hard copy of approved TEI.	5.10 Prepare the approved TEI/formal letter of compliance for release.6.1 Release of approved TEI.	None	42 minutes	Administrative Officer Central Records Management Division
6a. Receive emailed notice of release of result of application.	6.2 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		2 days 5 hours 7 minutes	



d. R.A. No. 7157, Sec. 81
Personal effects and household goods including (1) used motor car of foreign service officer, staff, and employee

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2C - Government-to-Citizen
Transaction:	
Who may avail:	DFA Foreign Service officer, staff, and employee

Wild may avail. Di A i dieign dervice difficer, stair, and employee					
CHECKLIST O	FREQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRA	TION:				
A. Applicant	A. Applicant				
1. Name of Consignee		- Requesting party	- Requesting party		
2. Tax Identification Nu	mber	- Bureau of Interna	l Revenue		
3. Passport Number		- Department of Fo	reign Affairs		
4. Email Address		- Requesting party			
5. Telephone Number		- Requesting party			
6. Official Address		- Requesting party			
B. Broker/s, if any					
1. Tax Identification Nu	mber	- Bureau of Interna	l Revenue		
2. License Number		- Professional Reg	ulation Commissio	n	
3. Name of Broker		- Requesting party			
4. Email Address		- Requesting party			
Contact Number		- Requesting party			
APPLICATION:					
1. Completely filled-out	DOF-RO Form No. 91	- DOF website			
2. Notarized Affidavit of		- Requesting party/Applicant			
3. Signed and dated im	•	- Shipping Compar	ny		
4. Packing list		- Shipper from cou	ntry of origin		
5. DFA favorable recon	nmendation	- Department of Fo	reign Affairs		
6. Certificate of Emolun	nents	- Department of Fo	reign Affairs		
7. Recall Order		- Department of Fo	reign Affairs		
8. Photocopy of Passpo	ort	- Department of Fo	reign Affairs		
9. Authorization for an e					
shipment (if applicat	ole)	- Department of Fo			
10. Waiver for shipment beyond two (2) months		- Department of Fo	reign Affairs		
from recall date (if applicable)					
11.Certificate of Authority to Import from DTI		- Department of Tra			
	(if authorized representative)	- Requesting party/Applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON	
		PAID	TIME	RESPONSIBLE	
1. One-time	1.1 Assist the applicant in	None	45 minutes	Administrative	
registration thru RO	encoding the required			Assistant	
Kiosk or on-line to	entries.			Revenue Office	

provide corporate/ individual information



and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2 2. Present the application and supporting documents at RO window.	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant. 2.2. Encode the required entries in the TES-Lite.	None None	15 minutes 30 minutes	Officer of the Day, Tax Specialist Revenue Office Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division. 5a. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office



5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is	
			issued and the application is returned to the applicant.	
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
	5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records
Receive hard copy of approved TEI. Receive emailed notice of release of result of application.	6.1 Release of approved TEI. 6.2 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Management Division
	TOTAL:		2 days 5 hours 7 minutes	



e. R.A. No. 10863, Sec. 800(i) and R.A. No. 10963, Sec. 109(d)

Household goods and personal effects of persons coming to settle in the Philippines or
Filipinos and/or their families and descendants who are now residents or citizens of other
countries

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2C - Government-to-Citizen
Transaction:	
Who may avail:	Dual Citizens and Foreigners with different visas

Who may avail:	Dual Citizens and Foreigners with different visas			
CHECKLIST OF	F REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION: A. Applicant 1. Name of Consignee 2. Tax Identification Number 3. Passport Number 4. Email Address 5. Telephone Number 6. Official Address B. Broker/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number		 Requesting party Bureau of Internal Revenue Department of Foreign Affairs Requesting party Requesting party Requesting party Bureau of Internal Revenue Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party Requesting party 		
APPLICATION: 1. Completely filled—out DOF-RO Form No. 91 2. Notarized Affidavit of End-Use/Ownership 3. Signed and dated import Bill of Lading/ AWB /Postal registry 4. Itemized packing list 5. Oath of Allegiance and Identification Certificate (for dual citizen) 6. Birth Certificate (for dual citizen) 7. Copy of approved visa (13(a) and 13(g) visa) 8. Original Philippine Passport (old or new whichever is available) 9. Original Foreign Passport 10.Marriage Contract (for 13(a) visa) 11.Copy of approved immigrant visa (for those granted with immigrant visa) 12.Authorization Letter (if authorized representative)		 DOF website Requesting party/Applicant Shipping Company Shipper from country of origin Shipper from country of origin Department of Foreign Affairs/DFA Consular Office Abroad/Requesting party Philippine Statistics Authority DFA Consular Office Abroad/Bureau of Immigration Department of Foreign Affairs/DFA Consular Office Abroad/Requesting party Philippine Statistics Authority Requesting party/Applicant Requesting party/Applicant Requesting party/Applicant 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS ING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.5a. Receive emailed notice of acceptance of application	 5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to applicant on the receipt of application thru 		1 hour	Administrative Officer Central Records Management Division
	TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite.			
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			



	5.5. Process the application and draft the	None	4 hours	Action Officer (Tax Specialist II,
	Tax Exemption Indorsement (TEI) if application is sufficient.			Sr. Tax Specialist,
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of complianc e is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	<i>Director IV</i> Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
	CRMD for release. 5.10 Prepare the approved TEI/formal letter	None	42 minutes	Administrative Officer
6. Receive hard copy	of compliance for release. 6.1 Release of approved			Central Records Management Division
of approved TEI.	TEI.			



6a. Receive emailed notice of release of result of application.	6.2 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



f. R.A. No. 10863, Sec. 800(h)
Personal effects and household goods of foreigners with tourist visa or consultants of the government

90.0	
Office or	Revenue Office - Mabuhay Lane
Division:	
Classification:	Simple
Type of	G2C - Government-to-Citizen
Transaction:	
Who may avail:	Foreigners with tourist visa or consultants of the government

_	visa or consultants of the government
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting party
Tax Identification Number	- Bureau of Internal Revenue
3. Passport Number	- Department of Foreign Affairs
4. Email Address	- Requesting party
5. Telephone Number	- Requesting party
6. Official Address	- Requesting party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting party
4. Email Address	- Requesting party
5. Contact Number	- Requesting party
APPLICATION:	
1. Completely filled-out DOF-RO Form No. 91	- DOF website
2. Notarized Affidavit of End-Use/Ownership	- Requesting party/Applicant
3. Signed and dated Import Bill of	- Shipping Company
Lading/AWB	- Shipper from country of origin
4. Itemized Packing list	- Requesting party/Applicant
5. Original Passport	- Requesting party/Applicant
Copy of pending visa application	- Requesting party/Applicant
7. Certificate of Employment (if applicable)	- Requesting party/Applicant
Contract of Employment (if applicable)	- Requesting party/Applicant
Marriage Contract (if applicable)	- Requesting party/Applicant
10. Authorization Letter (if authorized	
representative)	-Head of the contracting gov't. agency
If Government Consultant:	- riead of the contracting gov t. agency
11.Confirmation/Certificate from the head	
government agency that the consignee is a	
foreign consultant hired by and/or rendering	- Requesting party/Applicant
services to the government agency	- Head of the contracting gov't. agency
12.Original passport/Approved visa 13.Favorable recommendation for	3 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
conditionally-free release from the head	- Requesting party/Applicant
government agency	313.9.11
14.Contract/Agreement with the government	
agency	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Operations Group
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Operations Group
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru TES- Lite.			



	5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI)if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,
5b. Receive emailed notice of compliance.	5.5.1 Generate an email-notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group



	5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records Management
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.			Division
6a. Receive emailed notice of release of result of application.	6.2 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		2 days 5 hours 7 minutes	



g. R.A. No. 11035, Sec. 7(c)(2)(iv) and (v)
Personal effects, household goods, professional equipment, instruments and materials and one (1) motor vehicle of the balik scientist law

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2C - Government-to-Citizen
Transaction:	
Who may avail:	Filipino who is under Balik Scientist Program of the DOST

Transaction.					
Who may avail:	Filipino who is under Balik Scientist Program of the DOST				
CHECKLIST O	F REQUIREMENTS	W	HERE TO SECUR	RE	
ONE-TIME REGISTRATION:					
A. Applicant					
1. Name of Consignee		 Requesting party 			
2. Tax Identification Nur	mber	- Bureau of Interna			
3. Passport Number		 Department of Fo 	reign Affairs		
4. Email Address		 Requesting party 			
5. Telephone Number		 Requesting party 			
6. Official Address		 Requesting party 			
B. Broker/s, if any					
Tax Identification Nur	mber	- Bureau of Interna			
2. License Number		- Professional Reg	ulation Commissio	n	
3. Name of Broker			- Requesting party		
4. Email Address		- Requesting party			
5. Contact Number		- Requesting party			
APPLICATION:					
1. Completely filled -ou	ıt DOF-RO Form No. 91	 DOF website 			
2. Notarized Affidavit of	f End-Use/Ownership	 Requesting party. 			
	port Bill of Lading/Airwaybill	- Shipping Company			
4. Commercial Invoice		- Requesting Party	/Applicant		
motor vehicle					
5. Itemized Packing list		- Shipper from country of origin			
6. Favorable Endorsem	nent from DOST	- Department of Science and Technology		ology	
7. Letter of Engagemer	nt or Contract	- DOST/Requestin			
8. Photocopy of Passpo	ort	- Requesting Party			
Certificate of Registration (if registered abroad)		- Requesting Party			
10.Authorization Letter (if authorized representative)		 Requesting party 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON	
		PAID	TIME	RESPONSIBLE	
1. One-time	1.1 Assist the applicant in	None	45 minutes	Administrative	
registration thru RO	encoding the required			Assistant	

10.AdditionZation Letter	(ii autilolizeu representative)	. 31 3 11		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.		30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division. 5a. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of	Specialist) Revenue Office



	5.6. Review/approve the	None	compliance is issued and the application is returned to the applicant.	Director IV
	TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.			Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
O. Deserving bound assess	5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records Management
Receive hard copy of approved TEI. Receive emailed notice of release of result of application.	6.1 Release of approved TEI. 6.2 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Division
	TOTAL:		2 days 5 hours 7 minutes	



6. Granting of Tax Exemption on Importations of books, newspaper, magazine, review, or bulletin or any such educational reading materials covered by the UNESCO Agreement including digital or electronic format thereof

a. R.A. No. 10963, Sec. 109(R)

Books, magazines, journal, review or bulletin or any such educational reading materials covered by the UNESCO Agreement including digital or electronic format thereof

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Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	Importers of books and any newspaper, magazine, review, or bulletin etc.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission		
4. DTI Registration Number (if applicable)	- Department of Trade and Industry		
5. BOI Registration Number (if applicable)	- Board of Investments		
6. Email Address	- Requesting party		
7. Telephone Number	- Requesting party		
8. Official Address	- Requesting party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting party		
4. Email Address	- Requesting party		
5. Contact Number	- Requesting party		
APPLICATION:			
Completely filled—out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Requesting party/Applicant		
3. Signed and dated import Bill of Lading/Airway	- Shipping Company		
Bill	- Ohim on from a secretary of orderin		
4. Commercial Invoice (Itemized Packing list, if	- Shipper from country of origin		
applicable)	National Deals Development Deard		
5. Certification from NBDB (with OR number and	- National Book Development Board		
date of issuance, if applicable)			
6. If Donation	- Donor		
7. Apostilled or Consularized Deed of Donation	- Bonoi - Requesting party/Applicant		
8. Notarized Deed of Acceptance	- Requesting party/Applicant - Requesting party/Applicant		
Authorization Letter (if authorized representative) Requesting party/Applicant			
CLIENT STEDS ACENCY ACTION	EEES TO BE DEOCESSING DEDSON		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2 2. Present the application and supporting documents at RO window.	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant. 2.2. Encode the required	None None	15 minutes 30 minutes	Officer of the Day, Tax Specialist Revenue Office Administrative
3. Secure Order of Payment at RO	3.1 Issue order of payment based on the	None	10 minutes	Assistant Revenue Office Administrative Assistant
window. 4. Pay the required filing fee at the Cashier window.	Schedule of Filing Fees. 4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Revenue Office Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division. 5a. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)



				Revenue Office
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
6. Receive hard copy of approved TEI. 6a. Receive emailed notice of release of result of application.	5.10 Prepare the approved TEI/formal letter of compliance for release. 6.1. Release of approved TEI. 6.2. Generate an emailnotice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	42 minutes	Administrative Officer Central Records Management Division
	TOTAL:		2 days 5 hours 7 minutes	



b. R.A. No. 10863, Sec. 800(t) and R.A. No. 10963, Sec. 109(r)
Books or publication the Koran, Ahadith, and other religious books (Printed Books)

Office or Division:	Revenue Office - Mabuhay Lane		
Classification:	Simple		
Type of	G2G- Government-to-Government		
Transaction:	tion: G2B - Government-to-Business		
	G2C - Government-to-Citizen		
Who may avail:	Book importers		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting party		
2. TIN Number	- Bureau of Internal Revenue		
3. SEC Registration Number	- Securities and Exchange Commission		
4. DTI Registration Number	Department of Trade and IndustryBoard of Investments		
5. BOI Registration Number			
6. Email Address	- Requesting party		
7. Telephone Number	- Requesting party		
8. Official Address	- Requesting party		
B. Broker/s, if any			
Tax Identification Number	- Bureau of Internal Revenue		
2. License Number	- Professional Regulation Commission		
3. Name of Broker	- Requesting party		
4. Email Address	- Requesting party		
5. Contact Number	- Requesting party		
APPLICATION:			
Completely filled-out DOF-RO Form No. 91	- DOF website		
2. Notarized Affidavit of End-Use/Ownership	- Requesting party/Applicant		
3. Signed and dated import Bill of Lading/Airway			
Bill	- Shipping Company		
4. Commercial Invoice (Itemized packing list, if			
applicable)	- Shipper from country of origin		
5. Certification from NBDB (with OR number and			
date of issuance)	- National Book Development Board		
6. Certification from DepEd	- Department of Education		
If Donation			
7. Apostilled or Consularized Deed of Donation	- Donor		
8. Notarized Deed of Acceptance	- Requesting party/Applicant		
9. Authorization Letter (if authorized	- Requesting party/Applicant		
representative)			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



and upload the	1.2 Approve the			
documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division. 5a. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)



				Revenue Office
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
	CRMD for release. 5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records
Receive hard copy of approved TEI. Receive emailed notice of release of result of application.	6.1 Release of approved TEI. 6.2. Generate an emailnotice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Management Division
	TOTAL:		2 days 5 hours 7 minutes	



c. R.A. No. 8047, Sec. 12

Books or raw materials to be used in book publishing

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	Importers of books or raw materials to be used in book publishing

Who may avail:	mporters of books or raw materials to be used in book publishing			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee		- Requesting party		
2. Tax Identification Nur	nber	- Bureau of Internal Revenue		
3. SEC Registration Nur	mber (if applicable)	- Securities and Exchange Commission		
4. DTI Registration Num		- Department of Trade and Industry		
5. BOI Registration Num	nber (if applicable)	- Board of Investments		
6. Email Address		- Requesting party		
7. Telephone Number		- Requesting party		
8. Official Address		- Requesting party		
B. Broker/s, if any				
Tax Identification Number		- Bureau of Internal Revenue		
2. License Number		- Professional Regulation Commission		
3. Name of Broker		- Requesting party		
4. Email Address		- Requesting party		
5. Contact Number		- Requesting party		
APPLICATION:				
Completely filled-out DOF-RO Form No. 91		- DOF website		
2. Notarized Affidavit of	End-Use/Ownership	- Requesting party/Applicant		
2. Cinned and dated import Dill of Lading / Aimmon		- Shipping Company		

- 3. Signed and dated import Bill of Lading/Airway Bill
- 4. Commercial invoice (Packing list, if applicable)
- 5. Favorable recommendation from NBDB
- 6. Import Pro-Forma Invoice
- 7. Application Form from NBDB
- 8. Completely filled-out DOF-RO Form No. 156 (if applicable)
- 9. Authorization Letter (if authorized representative)

- Shipping Company
- Shipper from country of origin
- National Book Development Board
- Shipper from country of origin
- National Book Development Board
- DOF website
- Requesting party/Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or on-line to provide corporate/ individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the	2.1 Chook completeness	None	15 minutes	Officer of the
application and	2.1 Check completeness of supporting documents.	None	15 minutes	Day, Tax
supporting documents	If incomplete, return to the			Specialist
at RO window.	applicant.			Revenue Office
	2.2. Encode the required	None	30 minutes	Administrative
	entries in the TES-Lite.			Assistant
				Revenue Office
3. Secure Order of	3.1 Issue order of	None	10 minutes	Administrative
Payment at RO	payment based on the			Assistant
window.	Schedule of Filing Fees.			Revenue Office
4. Pay the required	4.1 Receive payment and	DO No. 010-2019	15 minutes	Cashier
filing fee at the	issue Official Receipt.	Schedule of Fees:		General Services
Cashier window.		VALUE OF FILING IMPORTATION FEE		Division
		P100,000 & P200		
		below From		
		P101,000 to P400		
		From P401,000 to P600		
		P700,000 From		
		₽701,000 to ₽800 ₽1,000,000		
		Over P1,000,000 P1,000		
5. File application with	5.1 Receive the	None	1 hour	Administrative
supporting documents	application and generate			Officer
at the Central Records	trace number for the			Central Records
Management Division.	application.			Management
5a. Receive emailed	5.2 Generate an email-			Division
notice of acceptance of application	notice to applicant on the receipt of application thru			
or application	TES-Lite.			
	5.3 Assign application to			
	an Action Officer of RO-			
	Mabuhay Lane thru TES-			
	Lite.			
	5.4. Route the application			
	and supporting documents			
	to the designated Action			
	Officer of RO-Mabuhay			
	Lane.	NI-	4.1-	A - (' O ' C' '
	5.5. Process the	None	4 hours	Action Officer
	application and draft the			(Tax Specialist II, Sr. Tax
	Tax Exemption Indorsement (TEI) if			Sr. Tax Specialist,
	application is sufficient.			Supervising Tax
5b. Receive emailed	5.5.1 Generate an email-	None	Applicant is	Specialist)
notice of compliance.	notice of compliance thru		given 2 days to	Revenue Office
·	TES-Lite and prepare a		comply with or	
	formal compliance letter if		address the	
	application has		deficiency(ies).	
	discrepancy(ies).		Otherwise, a	
			formal letter of	
			compliance is	
			issued and the	



			appliantion is	
			application is returned to the	
			applicant.	
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires	None	4 hours	Director IV Revenue Office
	verification/inspection.			
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
	5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records Management
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.			Division
6a. Receive emailed notice of release of result of application.	6.2. Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		2 days 5 hours 7 minutes	



d. Article 1(a) & (b) of the Florence Agreement Annexes (A-E) and R.A. No. 10963, Sec. 109(R) Books, documents, educational, scientific, and cultural materials

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2G- Government-to-Government
Transaction:	G2B - Government-to-Business
	G2C - Government-to-Citizen
Who may avail:	Importers of books, documents, educational, scientific, and cultural materials
	under UNESCO Florence Agreement

under UNESCO Florence Agreement				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee	- Requesting party			
2. TIN Number	- Bureau of Internal Revenue			
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission			
4. DTI Registration Number (if applicable)	- Department of Trade and Industry			
5. BOI Registration Number (if applicable)	- Board of Investments			
6. Email Address	- Requesting party			
7. Telephone Number	- Requesting party			
8. Official Address	- Requesting party			
B. Broker/s, if any				
Tax Identification Number	- Bureau of Internal Revenue			
2. License Number	- Professional Regulation Commission			
3. Name of Broker	- Requesting party			
4. Email Address	- Requesting party			
5. Contact Number	- Requesting party			
APPLICATION:				
1. Completely filled –out DOF-RO Form No. 91	- DOF website			
2. Notarized Affidavit of End-Use/Ownership	- Requesting party/Applicant			
3. Signed and dated import Bill of Lading/AWB	- Shipping Company			
4. Commercial Invoice (Itemized Packing List, if				
applicable)	- Shipper from country of origin			
5. UNESCO letter recommendation	- UNESCO Philippine National Commission			
6. Certification from NBDB (with OR number and				
date of issuance) (if applicable)	- National Book Development Board			
If Donation				
7. Apostilled or Consularized Deed of Donation	- Donor			
8. Notarized Deed of Acceptance	- Requesting party/Applicant			
	Poguacting party/Applicant			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office

9. Authorization Letter (if authorized representative)

- Requesting party/Applicant



and upload the	1.2 Approve the			
documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.5a. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite.	None None	1 hour	Administrative Officer Central Records Management Division
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru TES- Lite.	None		
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None		
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office



5b. Receive emailed	5.5.1 Generate an email-	None	Applicant is	
notice of compliance.	notice of compliance thru		given 2 days to	
	TES-Lite and prepare a		comply with or	
	formal compliance letter if application has		address the deficiency(ies).	
	discrepancy(ies).		Otherwise, a	
			formal letter of	
			compliance is	
			issued and the	
			application is	
			returned to the	
	5.6. Review/approve the	None	applicant. 4 hours	Director IV
	TEI/formal letter of	None	+ 110u13	Revenue Office
	compliance. Assessment			
	is also made whether the			
	shipment requires			
	verification/inspection.	Nicoc	0 5	Accietent
	5.7 Review/approve the TEI/formal letter of	None	8 hours	Assistant Secretary/
	compliance.			Undersecretary
				Revenue Operations
To Descive empired that	5.0 Canarata an amail	Niewe	4 5 5 1 7 5 7 6 7 7	Group
5c. Receive email that the application has	5.8 Generate an email- notice to the applicant thru	None	1 hour and 30 minutes	Administrative
been acted upon by	TES-Lite that the		minutes	Assistant Revenue Operations
the Revenue Office	application has been			Group
and will be forwarded	acted upon and will be			2 2 2 4
to CRMD for release.	forwarded to CRMD for			
	release.			
	5.9 Transmit the approved TEI/formal letter of			
	compliance and			
	supporting documents to			
	CRMD for release.			
	5.10 Prepare the	None	42 minutes	Administrative
	approved TEI/formal letter			Officer
	of compliance for release.			Central Records
6. Receive hard copy	6.1 Release of approved			Management Division
of approved TEI.	TEI.			51110.071
6a. Receive emailed	6.2. Generate an email-			
notice of release of	notice to applicant thru			
result of application.	TES-Lite either of the			
	following: a. the release of TEI			
	b. the release of letter for			
	compliance thru postal			
	mail.			
	TOTAL:		2 days	
			5 hours	
			7 minutes	



7. Granting of Tax Exemption on Importations of fertilizers, breeding stocks, and ingredients for making feeds, etc.

a. R.A. No. 10963, Sec. 109(B)
Fertilizers, seeds, seedlings, and fingerlings; fish, prawn, livestock and poultry feeds, including ingredients, whether locally produced or imported, used in the manufacture of finished feeds

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2B - Government-to-Business
Transaction:	G2G - Government-to-Government
Who may avail:	Companies who are qualified under R.A. 10963, Sec. 109(b)

Who may avail:	Companies who are qualified under R.A. 10963, Sec. 109(b)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee		- Requesting party		
2. TIN Number	1 (11)	- Bureau of Internal Revenue		
3. SEC Registration Nur		- Securities and Exchange Commiss		
4. DTI Registration Num		- Department of Trade and Industry - Board of Investments		
5. BOI Registration Num 6. Email Address	iber (ii applicable	- Board of investments - Requesting party		
7. Telephone Number		- Requesting party		
8. Official Address		- Requesting party		
B. Broker/s, if any		Trequesting party		
1. Tax Identification Nur	mber	- Bureau of Internal Revenue		
2. License Number		- Professional Regulation Commission		
3. Name of Broker		- Requesting party		
4. Email Address		- Requesting party		
5. Contact Number		- Requesting party		
APPLICATION:				
1. Completely filled –ou	ıt DOF-RO Form No. 91	- DOF website		
2. Notarized Affidavit of	f End-Use/Ownership	- Requesting party/Applicant		
3. Signed and dated Im	port Bill of Lading/Airway Bill	- Shipping Company		
4. Commercial Invoice	(Itemized Packing list, if	Shipper from country of origin		
applicable)		- Shipper from country of origin		
	e Clearance to Import from	- BPI/BFAR/BAI/FPA		
applicable government agency				
(BPI/BFAR/BAI/FPA)		- BPI/BFAR/BAI/FPA		
6. SPS Import Clearance		- Securities and Exchange Commission/		
7. Articles of Incorporation and By-Laws		Cooperative Development Authority		
8. Authorization Letter (if authorized representative)				
		- Requesting party/Applicant		
CI IENT STEDS	ACENCY ACTION	EEES TO BE DDOCESSING	DEDCON	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information	1.1 Assist the applicant in encoding the required entries.	None		Administrative Assistant Revenue Office



and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.		45 minutes	
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 From P101,000 to P400,000 From P401,000 to P700,000 From P701,000 to P700,000 Over P1,000,000	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division. 5a. Receive emailed notice of acceptance of application	 5.1 Receive the application and generate trace number for the application. 5.2 Generate an email-notice to applicant on the receipt of application thru TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 5.4. Route the application and supporting documents to 	None	1 hour	Administrative Officer Central Records Management Division
	the designated Action Officer of RO-Mabuhay Lane. 5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,



5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email-notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.			Management Division
6a. Receive emailed notice of release of result of application.	6.2 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		2 days 5 hours 7 minutes	



8. Granting of Tax Exemption on Importations of donated equipment, instruments, and materials to DOST

a. R.A. No. 11035, Sec. 6(e)
Donated equipment, instruments, and materials to DOST

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2G - Government-to-Government
Transaction:	
Who may avail:	Department of Science and Technology (DOST)

Who may avail:	Department of Science and Technology (DOST)			
CHECKLIST OF	F REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRAT	TION:			
A. Applicant				
1. Name of Consignee		- Requesting party		
2. TIN Number		- Bureau of Internal Revenue		
3. Email Address		- Requesting party		
4. Telephone Number		- Requesting party		
5. Official Address		- Requesting party		
B. Broker/s, if any 1. Tax Identification Nur	mhor	- Bureau of Internal Revenue		
2. License Number	libei	- Professional Regulation Commission		
3. Name of Broker		- Requesting party		
4. Email Address		- Requesting party		
5. Contact Number		- Requesting party		
		rioquoomig party		
APPLICATION:				
1. Completely filled –ou	it DOF-RO Form No. 91	- DOF website		
2. Notarized Affidavit of	f End-Use/Ownership	- Requesting party/Applicant		
3. Signed and dated Import Bill of Lading/Airway		- Shipping Company		
Bill		Ohion on france according of activity		
4. Commercial Invoice (Packing List, if applicable)		- Shipper from country of origin - Donor		
5. Apostilled or Consularized Deed of Donation6. Notarized Deed of Acceptance		2 6.1.6.		
		Requesting party/ApplicantRequesting party/Applicant		
/. Authorization Letter ((if authorized representative)	requesting party/Applicant		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 below P200 From P101,000 to P400,000 From P401,000 to P600 P700,000 P600 From P701,000 to P800 P1,000,000 P800 Over P1,000,000	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division. 5a. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to application thru TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI)if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is	



			returned to the	
			applicant.	
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
	TEI/formal letter of compliance and supporting documents to CRMD for release.			
	5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records Management
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.			Division
6a. Receive emailed notice of release of result of application.	6.2 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		2 days 5 hours 7 minutes	



9. Granting of Tax Exemption on Importations under CREATE

a. R.A. No. 11534, Sec. 109(BB)(i),(ii),(iii), as amended by Section 12
Capital equipment, its spare parts and raw materials, necessary for production
of personal protective equipment components, all drugs, vaccines and medical devices
specifically prescribed and directly used for the treatment of COVID-19 prevention, and drugs
for the treatment of COVID-19 approved by the FDA for use in clinical trials, including raw
materials directly necessary for the production of such drugs

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2C - Government-to-Citizen
Transaction:	G2B - Government-to-Business
	G2G - Government-to-Government
Who may avail:	Qualified applicant under R.A. 11534, Sec. 109(BB)(i),(ii),(iii)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting party
2. Tax Identification Number	- Bureau of Internal Revenue
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission
4. DTI Registration Number (if applicable)	- Department of Trade and Industry
5. BOI Registration Number (if applicable)	- Board of Investments
6. Email Address	- Requesting party
7. Telephone Number	- Requesting party
8. Official Address	- Requesting party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting party
4. Email Address	- Requesting party
5. Contact Number	- Requesting party
APPLICATION:	
Completely filled-out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-use/Ownership	- Requesting party/Applicant
3. Signed and dated Bill of Lading/AWB	- Shipping Company
Commercial Invoice or equivalent document	- Shipper from country of origin
5. Itemized Packing List (if applicable)	- Shipper from country of origin
BOI Certificate of Local Non-Availability	- Board of Investments
7. Certified true copy of FDA License to Operate as manufacturer of PPEs	- Food and Drug Administration
Emergency Use Authorization (EUA) or Certificate of Compassionate (CSP) issued by FDA	- Food and Drug Administration
9. Valid License to Operate as a Drug Importer issued by the FDA or as Medical Device Importer/Distributor	- Food and Drug Administration
10.Import clearance from the FDA	- Food and Drug Administration
11.Certificate of Medical Device Registration or	- Food and Drug Administration
Certificate of Medical Device Notification	
12.Authorization Letter (if authorized	- Requesting party/Applicant
representative)	- Requesting party/Applicant



13.Other documents that may be required to support compliance with conditions or requirements of the law (i.e. regulated item,

etc.)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 3.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	3.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a	Specialist) Revenue Office



	TOTAL.		2 days 4 hours 42 minutes	
4a. Receive emailed notice of release of result of application.	4.2 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		2 days	
4. Receive hard copy of approved TEI.	3.11 Prepare the approved TEI/formal letter of compliance for release.4.1 Release of approved TEI.	None	42 minutes	Administrative Officer Central Records Management Division
	release. 3.10 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.9 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
	shipment requires verification/inspection. 3.8 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
	3.7 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office
			formal letter of compliance is issued and the application is returned to the applicant.	



10. Granting of Tax Exemption on Importations of agriculture and marine products

a. R.A. No. 10963, Section 109(B) in relation to the Agreement Establishing The Asean-Australia-New Zealand Free Trade (AANZFTA)

Agricultural and marine food products in their original state livestock and poultry; breeding stocks and genetic materials

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2B - Government-to-Business
Transaction:	G2G - Government-to-Government
Who may avail:	Companies who are qualified under R.A. 10963, Section 109(a)

who may avail:	Companies who are quali		<u> </u>	· /
CHECKLIST O	F REQUIREMENTS	W	HERE TO SECUR	RE
ONE-TIME REGISTRAT	TION:			
A. Applicant				
1. Name of Consignee		 Requesting party 		
2. TIN Number		 Bureau of Interna 	l Revenue	
3. SEC Registration Nur		 Securities and Ex 	•	on
4. DTI Registration Num	` ' ' '	 Department of Transaction 	,	
5. BOI Registration Num	nber (if applicable)	 Board of Investment 	ents	
6. Email Address		 Requesting party 		
7. Telephone Number		 Requesting party 		
8. Official Address		 Requesting party 		
B. Broker/s, if any				
1. Tax Identification Nur	mber	 Bureau of Interna 		
2. License Number		 Professional Reg 	ulation Commissio	n
3. Name of Broker		 Requesting party 		
4. Email Address		 Requesting party 		
5. Contact Number		 Requesting party 		
APPLICATION:				
1. Completely filled-out D		 DOF website 		
Notarized Affidavit of E		- Requesting party/	'Applicant	
	ort Bill of Lading/Airway Bill	- Shipping Compar	ny	
4. Commercial Invoice applicable)	,	- Shipper from cou	ntry of origin	
	Clearance to Import Issued by	- Bureau of Animal	Industry/NMIS	
the Bureau of Animal Industry – National Veterinary Quarantine Services Division (BAI-NMIS)			-	
6. SPS Import Clearance				
7. Advanced Tariff Ruling		- Tariff Commission		
8. Articles of Incorporation and By-Laws		- Requesting party/Applicant		
Authorization Letter (if authorized representative)		- Requesting party/Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PROCESSING PERSON		PERSON RESPONSIBLE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time	1.1 Assist the applicant in	None	_	Administrative
registration thru RO	encoding the required		45 minutes	Assistant
Kiosk or on-line to	entries.			Revenue Office



provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2 2. Present the application and supporting documents at RO window.	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division. 5a. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,



5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office
	5.6. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	5.7 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
6. Possive hard copy	5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records Management Division
6. Receive hard copy of approved TEI. 6a. Receive emailed notice of release of result of application.	6.1 Release of approved TEI. 6.2 Generate an email-notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			DIVISION
	TOTAL:		2 days 5 hours 7 minutes	



11. Importations of Relief Consignment

a. R.A. No. 10863, Section 121

Goods such as food, medicine, equipment and materials for shelter, donated or leased to government institutions and accredited private entities for free distribution or use of victims of calamities.

Office or Division:	Revenue Office - Mabuhay Lane			
Classification:	Simple			
Type of	G2B - Government-to-Business			
Transaction:	G2G- Government-to-Government			
Who may avail:	Companies who are qualified under R.A. 10863, Section 121			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ONE TIME DECICEDAT	TION			

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting party
2. TIN Number	- Bureau of Internal Revenue
3. SEC Registration Number (if applicable)	- Securities and Exchange Commission
4. DTI Registration Number (if applicable)	- Department of Trade and Industry
5. BOI Registration Number (if applicable)	- Board of Investments
6. Email Address	- Requesting party
7. Telephone Number	- Requesting party
8. Official Address	- Requesting party
B. Broker/s, if any	
Tax Identification Number	- Bureau of Internal Revenue
2. License Number	- Professional Regulation Commission
3. Name of Broker	- Requesting party
4. Email Address	- Requesting party
5. Contact Number	- Requesting party
APPLICATION:	
Completely filled-out DOF Form No. 91	- DOF website
Notarized Affidavit of End-use/Ownership	- Requesting party/Applicant
3. Signed and dated Bill of Lading/AWB	- Shipping Company
4. Commercial or Non-Commercial Invoice or	- Shipper from country of origin
equivalent document (Statement of Value	
Invoice) (e.g. Proforma Invoice, Consignment	
Invoice, if available)	
5. Itemized Packing List	- Shipper from country of origin
6. Written Undertaking to re-export temporarily	- Requesting party/Applicant
admitted goods (if leased equipment	
7. Deed of Donation or Letter of Intent to Donate	- Donor
the Goods	
Notarized Deed of Acceptance	- Requesting party/Applicant
Approved Emergency Use Authorization (EUA)	
or Certificate of Compassionate (CSP) issued by	- Food and Drug Administration
the FDA	
10.Other documents that may be required to	
support compliance with conditions or	- Requesting party/Applicant
requirements of the law (i.e. regulated item,	
permit to import)	
11.Authorization Letter (if authorized representative)	- Requesting party/Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information	1.1 Assist the applicant in encoding the required entries.	None	None 45 minutes	Administrative Assistant Revenue Office
and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 3.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	3.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is	Specialist) Revenue Office



			returned to the applicant.	
	3.7 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.8 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.9 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.10 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
	3.11 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records Management
4. Receive hard copy of approved TEI.	4.1 Release of approved TEI.			Division
4a. Receive emailed notice of release of result of application.	4.2 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		2 days 4 hours 42 minutes	



12. Authority to pay duties and taxes on exempt goods including vehicles a. R.A. 10963, Sec. 107(B) and 131(A) of the NIRC, as amended by Sec. 800 par. 1 of the

Authority to pay duties and taxes on exempt goods including vehicles

Office or Division:	Revenue Office - Mabuhay Lane
Classification:	Simple
Type of	G2G- Government-to-Government
Transaction:	G2B - Government-to-Business
	G2C - Government-to-Citizen
Who may avail:	Public who are qualified to apply

wno may avaii:	Public who are qualified to	o appiy		
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRA	TION:			
A. Applicant				
1. Name of Consignee		- Requesting party		
2. TIN Number		- Bureau of Interna	al Revenue	
3. SEC Registration Nu	mber (if applicable)	 Securities and Ex 	xchange Commiss	sion
4. DTI Registration Nur	nber (if applicable)	- Department of Ti	rade and Industry	
5. BOI Registration Nur	nber (if applicable)	 Board of Investm 	nents	
6. Email Address		 Requesting party 	1	
7. Telephone Number		 Requesting party 	1	
8. Official Address		 Requesting party 	1	
B. Broker/s, if any				
1. Tax Identification Nu	mber	- Bureau of Internal Revenue		
2. License Number		- Professional Regulation Commission		
3. Name of Broker		- Requesting party		
4. Email Address		 Requesting party 		
5. Contact Number		 Requesting party 	<i>'</i>	
APPLICATION:				
Completely filled-out	DOF-RO Form No. 91	 DOF website 		
2. DFA approval to pay	/ duties and taxes/dispose	 Department of Fo 	- Department of Foreign Affairs	
the exempt motor ve	hicle			
3. Deed of Sale (if not		- Requesting party/Applicant		
4. OR/CR of the vehicle	е	- Land Transportation Office		
5. DFA Approval (for DFA employee only, if		- Department of Foreign Affairs		
applicable)				
6. Authorization Letter (if authorized		- Requesting party/Applicant		
representative)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE

representative)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the	None	15 minutes	Officer of the Day, Tax Specialist
at KO willdow.	applicant. 2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Revenue Office Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: VALUE OF	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
5a. Receive emailed notice of acceptance of application	 5.2 Generate an email- notice to applicant on the receipt of application thru TES-Lite. 5.3 Assign application to an Action Officer of RO- 			
	Mabuhay Lane thru TES- Lite.			
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the non-TEI letter if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,



5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Revenue Office Director IV
	non-TEI letter /formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.			Revenue Office
	5.7 Review/approve the non-TEI letter /formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the approved non-TEI letter /formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
6. Receive hard copy	5.10 Prepare the approved non-TEI letter /formal letter of compliance for release.6.1 Release of approved	None	42 minutes	Administrative Officer Central Records Management Division
of approved TEI. 6a. Receive emailed notice of release of result of application.	non-TEI letter. 6.2 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of non-TEI letter b. the release of letter for compliance thru postal mail.			
	TOTAL:		2 days 5 hours 7 minutes	



13. Importation of COVID-19 Vaccines a. R.A. 11525, Section 11

COVID-19 vaccines

Office or Division:	Revenue Office - Mabuhay Lane	
Classification:	Simple	
Type of	G2B - Government-to-Business	
Transaction:	G2G- Government-to-Government	
Who may avail:	Companies who are qualified under R.A. 11525, Section 11	

who may avail: Companies who are qualified under R.A. 11525, Section 11				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee	- Requesting party			
2. TIN Number	- Bureau of Internal Revenue			
3. SEC Registration Number	- Securities and Exchange Commission			
4. DTI Registration Number	- Department of Trade and Industry			
5. BOI Registration Number	- Board of Investments			
6. Email Address	- Requesting party			
7. Telephone Number 8. Official Address	- Requesting party			
B. Broker/s, if any	- Requesting party			
1. Tax Identification Number	- Bureau of Internal Revenue			
2. License Number	- Professional Regulation Commission			
3. Name of Broker	- Requesting party			
4. Email Address	- Requesting party			
5. Contact Number	- Requesting party			
APPLICATION:	Troquoding party			
Completely filled-out DOF Form No. 91	- DOF website			
Notarized Affidavit of End-use/Ownership	- Requesting party/Applicant			
3. Signed and dated Bill of Lading/AWB	- Shipping Company			
Commercial or Non-Commercial Invoice or	- Shipper from country of origin			
equivalent document (Statement of Value	empper ment commy or origin			
Invoice) (e.g. Proforma Invoice, Consignment				
Invoice, if available)				
5. Itemized Packing List	- Shipper from country of origin			
6. Valid License to Operate as a Drug Importer	- Food and Drug Administration			
7. Multi-party agreement between the LGU/private	te - Requesting party/Applicant			
entity, DOH and National Task Force Against				
COVID-19 (NTF)				
8. Deed of Donation or Letter of Intent to Donate	- Donor			
the Goods_				
Notarized Deed of Acceptance	- Requesting party/Applicant			
10.Certificate of Product Registration or Approve				
Emergency Use Authorization (EUA) or	- Food and Drug Administration			
Certificate of Compassionate (CSP) issued by				
the FDA	Decreasing marks/Applicant			
11.Other documents that may be required to	- Requesting party/Applicant			
support compliance with conditions or requirements of the law (i.e. regulated item,				
permit to import)				
12.Authorization Letter (if authorized representative) - Requesting party/Applicant			
12.AdditionZation Letter (ii additionZed representative) - Nequesting party/Applicant			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES-Lite.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru TES-Lite. 3.3 Assign application to an Action Officer of RO-Mabuhay Lane thru TES-Lite. 3.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.	None	1 hour	Administrative Officer Central Records Management Division
	3.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6 Generate an email- notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is	Specialist) Revenue Office



			returned to the applicant.	
	3.7 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.8 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Operations Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.9 Generate an email- notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release. 3.10 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Operations Group
	3.11 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records Management
4. Receive hard copy of approved TEI.	4.1 Release of approved TEI.			Division
4a. Receive emailed notice of release of result of application.	4.2 Generate an email- notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		2 days 4 hours 42 minutes	



Feedback and Complaints Mechanism



VI. FEEDBACK AND COMPLAINTS MECHANISMS

FEEDBACK SUBMISSION:

How to send a feedback?

1. Accomplish the Customer Feedback Form and submit it to the ARTA Focal Person.

2. For inquiries and follow ups, customer may contact this telephone number 53176363 local 2110 or send email at eodb.complaints@dof.gov.ph.

FEEDBACK PROCESSING:

TEEDBACK TROCESSING.	
How feedback is processed?	The ARTA Focal Persons of DOF Offices shall consolidate and process every Monday all the feedbacks received from the preceding week.
	The ARTA Focal Persons shall refer to the concerned Office/ Action Officer within one (1) day from receipt of feedback requiring answers.
	 The concerned Office/ Action Officer shall be required to reply within three (3) days from receipt of the referral memo. They shall notify the customer on action taken through postal or email address as indicated in the accomplished form, copy furnished the CART Secretariat
	 The ARTA Focal persons shall submit to the CART Secretariat a monthly report on feedback received every 5th day of the preceding month.
	5. The CART Secretariat shall consolidate the monthly report and prepare a quarterly report of the DOF Client Satisfaction Measurement Report to be approved by the CART Secretariat Head for submission to the CART Chairman.
	6. For inquiries and follow ups, customer may contact this telephone number 53176363 local 2110 or send email at eodb.complaints@dof.gov.ph.



COMPLAINT FILING:

How to file complaints?

- 1. Accomplish the Customer Complaint Form and submit it to the ARTA Focal Person.
- Please note that for administrative complaints under the 2017 Rules on Administrative Cases in the Civil Service (RACCS), no anonymous complaint shall be entertained unless:
 - The act complained of is of public knowledge, or
 - The allegations can be verified, or
 - Supported by documentary or direct evidence.
- 3. The absence of any of the following requirements of an administrative complaint may cause its dismissal without prejudice to refiling:
 - Full name and address of the complainant;
 - Full name and address of the person/s complained of as well as the corresponding position/s and office/s;
 - A narration of the relevant and material facts which shows the acts or omissions allegedly committed:
 - Certified-true-copies of documentary evidence and affidavits of witness/es, if any; and
 - Certification or statement of non-forum shopping.
- 4. For inquiries and follow ups, customer may contact this telephone number 53176363 local 2110 or send email at eodb.complaints@dof.gov.ph.



COMPLAINT PROCESSING:

How complaints are processed?	The ARTA Focal Persons shall submit daily to the Head, Human Resource Management and Development Division (HRMDD) all the complaints received on their respective Offices.
	2. The HRMDD, within one (1) day from receipt of the complaints from ARTA Focal Persons shall evaluate and prepare the complaints received.
	 If the complaint is an administrative complaint under the RACCS and it was duly filed with all the requirements under the RACCS, it shall be referred to the Board of Personnel Inquiry and Review for disposition.
	4. Other complaints shall be referred to the person/s involved for their response, if appropriate.

Contact Information of ARTA, PCC, CCB, and CSC	The Complaints can also be filed in any of the following offices:		
	 Anti-Red Tape Authority (ARTA): complaints@arta.gov.ph Presidential Complaint Center (PCC): 8888 Contact Center ng Bayan (CCB): 0908-881-6565 (SMS) Civil Service Commission's (CSC) Central Office or Field Offices: csc.gov.ph 		

5. For inquiries and follow ups, customer may contact this telephone number53176363 local 2110 or send

email at eodb.complaints@dof.gov.ph.



VII. LIST OF OFFICES

Office	Address	Contact Information
Corporate Affairs Group - Corporate Operations Office (CAG-COO)	5 th Floor, DOF Building, BSP Complex, Roxas Blvd., Manila 1004, Philippines	(632) 8527-3826
International Finance Group – International Finance Operations Office (IFG-IFOO)	4 th Floor, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 8523-9223
International Finance Group – International Finance Policy Office (IFG-IFPO)	4 th Floor, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 8400-7446
Policy Development and Management Services Group – Central Administration Office –		
Central Records and Management Division (PDMSG - CAO - CRMD)	Ground Floor, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 5317-6363 Local: 2170
Human Resource Management and Development Division (PDMSG – CAO- HRMDD)	7 th Floor, EDPC Building., BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 5317-6363 Local: 2110
Policy Development and Management Services Group – Central Financial Management Office (PDMSG-CFMO)	7 th Floor, EDPC Building., BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 5317-6363 Local: 2212 (632) 8526-8166
Policy Development and Management Services Group – Central Management Information Office (PDMSG-CMIO)	4 th Floor, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 5317-6363 Local: 2312-2315
Revenue Operations Group (ROG)	6 th Floor, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 8526-2288
Revenue Office (RO)	Podium, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 8526-8458