



Republic of the Philippines
DEPARTMENT OF FINANCE

Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

HON. JEREMIAH B. BELGICA, EnP

Director General, Anti-Red Tape Authority
Ground Floor HPGV Building,
395 Senator Gil J. Puyat Avenue
1200 Makati City

Dear **Director General Belgica:**

Pursuant to the requirements of Republic Act No. 11032, otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and its Implementing Rules and Regulations (IRR), submitted herewith is the Department of Finance's (DOF) Revised Citizen's Charter 2021 (3rd Edition).

Please be informed that the following services are included in the revised Charter of the DOF:

1. Corporate Affairs Group - Corporate Operations Office (COO)
 - a. Issuance of Comments on GOCC Requests for Tax Subsidy
 - b. Issuance of Recommendation on GOCC Requests to Open/ Maintain an Account with Banks Other than Authorized Government Depository Banks
2. International Finance Group – International Finance Operations Office (IFOO)
 - a. Provision of Technical Guidance on Foreign Funded Project
3. International Finance Group - International Finance Policy Office (IFPO)
 - a. Provision of Technical Guidance (Position, Comments, Inputs, Recommendation) on Finance-Related Concerns
4. PDMSG – Central Administration Office (CAO)
 - a. Issuance of Certified Copy and Photocopy of Current Records
 - b. Issuance of Certified Copy and Photocopy of Non-Current Records
 - c. Issuance of Travel Authority (Personal travel)
 - d. Issuance of Travel Authority and Endorsement to Department of Foreign Affairs (DFA)/ Office of the President (OP)

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5. PDMSG – Central Financial Management Office (CFMO)
 - a. Issuance of Tax Certificate on Tax Deducted from Suppliers and Remitted to BIR

6. Revenue Operations Group (ROG)
 - a. 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
 - b. 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
 - c. Review of Rulings of Commissioner of Internal Revenue

7. Revenue Office (RO)
 - a. Granting of Tax Exemption on Importations

The following services of the Municipal Development Fund Office (MDFO) are excluded from this Edition due to the assignment to the Land Bank of the Philippines of the Municipal Development Fund (MDF) and existing loan agreements executed with local government units (LGUs) pursuant to Section 4 (*ttt*) of Republic Act No. 11494, or the “Bayanihan to Recover As One Act (BARO)” and Section 2.2 of the Implementing Guidelines of the BARO:

1. Issuance of Billing Statement to LGUs
2. Issuance of Official Receipt

The DOF fully supports and will continue to pursue actions to successfully implement the ease of doing business and efficient service in the Department.

I hope you find the foregoing in order.

Very truly yours,



CARLOS G. DOMINGUEZ
Secretary of Finance

MAR 25 2021

