



3 Polillo, Quezon	April 11-12	2 days	Travel Order dtd. April 5, 2016	Mesdames Mallare & Remo, LTOO IV & FA IV	Failed to post the schedule of Tax payments; Failed to maintain inventory of business est.; Failed to conduct examination of books of accts.; No prepared Monthly Individual Report of Afs; Not yet maintain cash books of all collectors and even the Lig. Officer;	May 2, 2016	May 12, 2016	
					Advise to post schedule of payments in order to the taxpayers informed their obligations; Maintain inventory of business establishments pursuant to Sec. 269 of the LGC; Stritly observe the Sec. 171 of the LGC; Prepare the Monthly Individual Report of Afs for their monitoring purposes; Cashbooks should be properly maintain pursuant to Sec. 63, LTOM Sec. 71 (A).			
4 Burdeos, Quezon	April 13-14	2 days	Travel Order dtd. April 5, 2016	Mesdames Mallare & Remo, LTOO IV & FA IV, repsectively	Failed to prepare and submit the Plans and Programs to the province wherein no approved plans to det the activities relative to the Collection within the scheduled time; Failed to prepare the Notice of Payments;No maintained inventory of business establishments; Failed to conduct examination of books of accounts; Fees and Charges collcted in a graduated rate; No maintained record on LEEs; Failed tio maintain cash books of collectors and even the Liq. Officer;	May 5, 2016	May 13, 2016	

					Prepare and submit the Plans and Programs to the province under DOF Memorandum Circular No. 10-89 dated April 17, 1989; Prepare Notice of Payments for the information to the taxpayers the Schedule of their obligations; Maintain inventory of business establishments; Strictly observe the provisions of Sec. 171 of the LGC; Fees and Charges shall be collected in a fixed rate pursuant to Sec. 191 of the LGC.; Maintain record on LEEs for record and monitoring purposes; Maintain cash books of all collectors and even the Liquidating Officer under Sec. 63 and LTOM 71 (A)			
<b>5 Panukulan, Quezon April 14-15</b>		1 day	Travel Order dtd. April 5, 2016	Mesdames Mallare & Remo, LTOO IV & FA IV, respectively	Failed to maintain inventory of business establishments showing the existing/retired and delinquent business est.; Failed to conduct examination of books of accounts; Collectors failed to prepare individual report of collections and deposits; Collectors and Liquidating Officer failed to maintain cash books for remittances;	May 18, 2016	For Mail	

					Maintain inventory of business establishments showing the existing/retired business for monitoring purposes; Strictly observe the provisions of Sec. 171 of LGC; Collectors should prepare Daily Report of Collections and Deposits for check and balance of remittances as well as the maintenance of cash books of each collectors and Liq. Officer under LTOM - Secs 63 and 71 (A).			
<b>Add more rows as may be necessary</b>								

<b>Prepared by:</b>			<b>Approved by:</b>			<b>Date Issued:</b>		
NORMA M. MALLARE LTOO IV			EDUARDO L. DEL ROSARIO, CSEE, CEO VI, REA Regional Director			May 23, 2016		
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