
(Name of Office)

CN: _____

MEMORANDUM

FOR : **LILIA CATRIS GUILLERMO**
Commissioner of Internal Revenue

THRU : _____
(Deputy Commissioner-Operations Group or
Deputy Commissioner-Legal Group)

SUBJECT : **Request for the Lifting of the Suspension of Field Audit and Other
Field Operations on All Outstanding Letters of Authority/Audit
Notices, and Letter Notices**

In view of the compliance made by (Name of Investigating Office) regarding completion of audit and submission of reports of investigation on all pending prescribing cases duly verified by the undersigned, we respectfully request that the suspension of field audit and other field operations on all Outstanding Letters of Authority/Audit Notices and Letter Notices of (Name of Investigating Office) be **LIFTED**.

Regional Director or Head Revenue Executive Assistant
(HREA), Enforcement & Advocacy Service (EAS)

Recommending Approval:

Assistant Commissioner (ACIR)
Assessment Service or Enforcement & Advocacy Service

Deputy Commissioner
Operations Group or Legal Group

APPROVED/DISAPPROVED:

LILIA CATRIS GUILLERMO
Commissioner of Internal Revenue

