

ADVISORY

It has been observed that answering and attending to numerous follow-ups/inquiries are hampering the actions of the limited personnel assigned in the evaluation and processing of applications for BIR-ICCs/BCCs. The delay in the releasing of BIR-ICCs/BCCs is due to the limited personnel assigned to perform the different task from the time the applications were received until the time the certificate is issued.

To facilitate processing of the applications, the following schedule for follow-ups shall be implemented:

Date Applied	DATE OF FOLLOW-UP
March 1, 2014 to April 30, 2014	July 28 to August 1, 2014
May 1, 2014 to May 30, 2014	August 4 – 8, 2014
June 1 – 6, 2014	August 11 – 15, 2014
June 9 – 13, 2014	August 18 – 22, 2014
June 16 – 20, 2014	August 26 – 29, 2014
June 23 – 27, 2014	September 1 – 5, 2014
July 1 – 4, 2014	September 8 – 12, 2014
July 7 – 11, 2014	September 15 – 19, 2014
July 14 – 18, 2014	September 22 – 26, 2014
July 21 – 25, 2014	September 29, 2014 to October 3, 2014
July 28 – 31, 2014	October 5 - 10, 2014

No follow-ups shall be entertained from July 21-25, 2014 to give way to the clean-up of database and the updating of the status of applications.



ROSANA P. SAN VICENTE

Chief, Accounts Receivables Monitoring Division