REVENUE MEMORANDUM CIRCULAR NO. 47-2018 issued on June 6, 2018 circularizes the revised formats of the following reports required to be submitted to the Internal Affairs Service (IAS) by specified offices in the Revenue Regions:

A. REGIONAL INVESTIGATION DIVISION
   a. Monthly Accomplishment Report on Administrative Cases
      Attachments:
      ▶ List of Complaints, Denunciations Investigated and Evaluated
      ▶ List of Formal Charges Issued
      ▶ List of Cases Forwarded to Internal Affairs Service
      ▶ List of Administrative Cases Closed
   b. Monthly Inventory of Pending Cases for Fact Finding / Preliminary Investigation

B. LEGAL DIVISION
   a. Monthly Accomplishment Report on Administrative Cases
   b. Monthly Inventory of Decisions Approved and Implemented

C. FINANCE DIVISION
   a. Monthly List of Revenue Collection Officer with Unreported/Unremitted Collections

The hard and soft copies of the said reports shall be submitted not later than the 15th day of the following month. For purposes of proper recording and tracking, every administrative complaint received and recorded by the Regional Investigation Division shall be assigned with a control number. In the Legal Division, every Formal Charge received and recorded shall be assigned with a case number.

Hard copies of Monthly Reports and Indorsements of administrative case dockets, bearing reports of the fact finding investigation conducted on complaints in the nature of grave and less grave offenses, forwarded or transmitted to the IAS, shall contain a Confidential Top Sheet as required under RMO No. 12-2014.