REVENUE MEMORANDUM ORDER NO. 13-2004 issued on March 23, 2004 prescribes the policies and guidelines for the issuance of standardized numbering system for Letter Notices (LN)s.

The Systems Development Division, Information Systems Development Service (SDD-ISDS) shall be responsible for developing a program that shall generate a standardized numbering system for LN s as well as for the maintenance of codes table.

On the other hand, the Systems Operations Division, Information Systems Operations Service shall be responsible for the generation of system-assigned control number for LN s designed and developed by SDD-ISDS. The format for the system-assigned control number is specified in the Order.

The overall monitoring of the issuance of LN s shall be the responsibility of the Office of DCIR-Special Concerns Group.