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097-13-DPWH
04-17-2000

**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA**

17 April 2000

DEPARTMENT ORDER)

No. 94)

Series of 2000 4/17/2000)

**SUBJECT: GUIDELINES IN THE REMITTANCE OF ALL TAXES
WITHHELD BY THE DPWH TO THE BUREAU OF
INTERNAL REVENUE PURSUANT TO DOF-DBM-COA
JOINT CIRCULAR 1-2000 AS CIRCULARIZED UNDER
DPWH MEMORANDUM CIRCULAR NO. 32 S. 2000.**

1.0 PURPOSES

- 1.1 To immediately effect the remittance of BIR Taxes withheld by the DPWH Offices and identify the different officials who will prepare, certify and approve statements required under the subject joint circular;
- 1.2 To provide guidelines in the preparation of Summary of Taxes Withheld (STW), request for Treasury Remittance Advice (TRA), recording of the TRA in the books of the DPWH.
- 1.3 To provide a cut-off-date in the preparation of the STW to avoid penalties due to delayed remittances.

2.0 GENERAL GUIDELINES

- 2.1 The use of MDS Check and ADA by the DPWH Central, Regional, and District Offices in the remittance of all taxes withheld to the BIR shall be discontinued. Instead, the DPWH shall use the TRA in the remittance of all taxes withheld from current and prior year's obligations (Accounts Payable) to the BIR. However, existing procedures shall still apply for those transactions of the DPWH funded from the Working/Imprest Fund;
- 2.2 The account to be used in the remittance of all taxes withheld through the TRA shall be Cash – Treasury/Agency Account Current – Tax Remittance Advice (8-70-710).

3.0 PROCEDURAL GUIDELINES

- 3.1 On or before the 20th day of each month, the Cashier of the DPWH CO, RO, and DO shall prepare the STW and request for issuance of TRA from concerned DBM office covering all taxes withheld from prior month up to the 20th of the current month.
- 3.2 The Chief Accountant of the DPWH CO, RO, and DO shall certify on the STW.
- 3.3 The Assistant Secretary for CFM in the case of CO, Regional Director in the case of RO, and District Engineer in the case of DO, or their authorized signing officials shall approve the STW and request for TRA.
- 3.4 On or before the 25th of each month, the Budget Officer or any authorized liaison of the DPWH shall submit the duly approved request for TRA and STW, which will be acknowledged and a copy shall be marked "RECEIVED" by the DBM-CO for DPWH-CO and DBM-RO for DPWH ROs and DOs.
- 3.5 Upon receipt of the duly received STW and request for TRA, the Cashier of the DPWH CO, RO, and DO shall file with the concerned RDO the required tax returns for all taxes withheld on compensation BIR Forms (1601-C), expanded (1601-E), final (1601-F), and government money payments (1600) for 3 copies each, together with the copy of duly received STW and request for TRA.
- 3.6 Upon receipt of the TRA from DBM, the Chief Accountant of the DPWH CO, RO, and DO shall record in its books thru Journal Vouchers the TRA as remittances to the BIR for taxes withheld.

All returns, however, filed either quarterly (BIR Form 2307) or annually (BIR Forms 1604CF and 1604E) are still in effect and should be submitted on time.

For this purpose, FLOWCHARTS on tax payments/remittances (for CO, RO, and DO) are herewith attached and marked as Annexes "A", "B", and "C" respectively.

4.0 RESPONSIBILITIES

- 4.1 Concerned Officials shall comply with the registration requirements of the BIR as a withholding agent pursuant to Sec. 236 of the NIRC;
- 4.2 Concerned Officials shall pay employees/suppliers/contractors for services rendered/goods delivered net of withholding taxes;

- 4.3 The Chief Accountant of the DPWH Central, Regional, and District Offices shall record in the books of accounts all taxes withheld by crediting account 8-84-120;
- 4.4 The Chief Accountant of the DPWH Central, Regional, and District Offices shall review and analyze the accounts used in recording taxes withheld and due the BIR and ensure that said amounts are recorded under the account Trust Liabilities – NGA, Taxes Withheld Covered by TRA (8-84-120);
- 4.5 In the preparation of STW, the Cashier should follow the numbering scheme prescribed under Section 4.2.5 of the Joint Circular, arranged as follows:

1 st three(3) digits	- Revenue District Office (RDO) Code
Next two (2) digits	- Department Code
Next five (5) digits	- Agency Code
Next four (4) digits	- Year
Last three (3) digits	- Sequential number of STW prepared for the year;

- 4.6 Attach the TRA to the corresponding STW.

5.0 ILLUSTRATIVE ACCOUNTING ENTRIES

- 5.1 Reclassification of Account 8-84-100 to Account 8-84-120

8-84-100	(XXX)
8-84-120	XXX

- 5.2 Liquidation of obligations:

0-83-000	XXX	
8-84-120		XXX
8-70-707		XXX

- 5.3 Receipt of TRA from DBM, as remittance to taxes withheld

8-84-120	XXX	
8-70-710		XXX

- 5.4 Year-end Closing Entry

- 5.4.1 TRA Disbursements

8-70-710	XXX	
8-99-000		XXX

6.0 REPEALING CLAUSE

All provisions of existing circulars, rules and regulations or parts thereof which are inconsistent with the provisions of the herein-cited Joint Circular and this Department Order are hereby rescinded/repealed and/or modified accordingly.

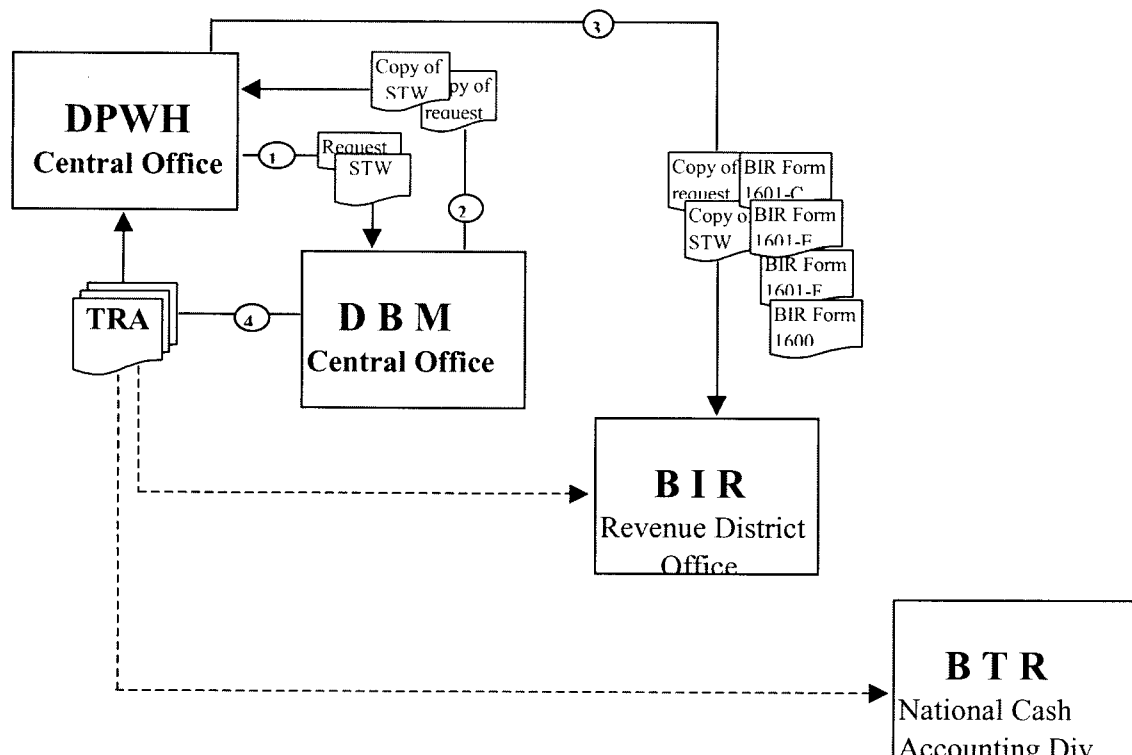
7.0 EFFECTIVITY

This Department Order takes effect on April 1, 2000.



GREGORIO R. VIGILAR
Secretary

DPWH - Central Office
FLOWCHART ON TAX PAYMENTS/REMITTANCES
 thru the use of
TAX REMITTANCE ADVICE (TRA)
 as implemented under
DOF-DBM-COA Joint Circular No. 1-2000



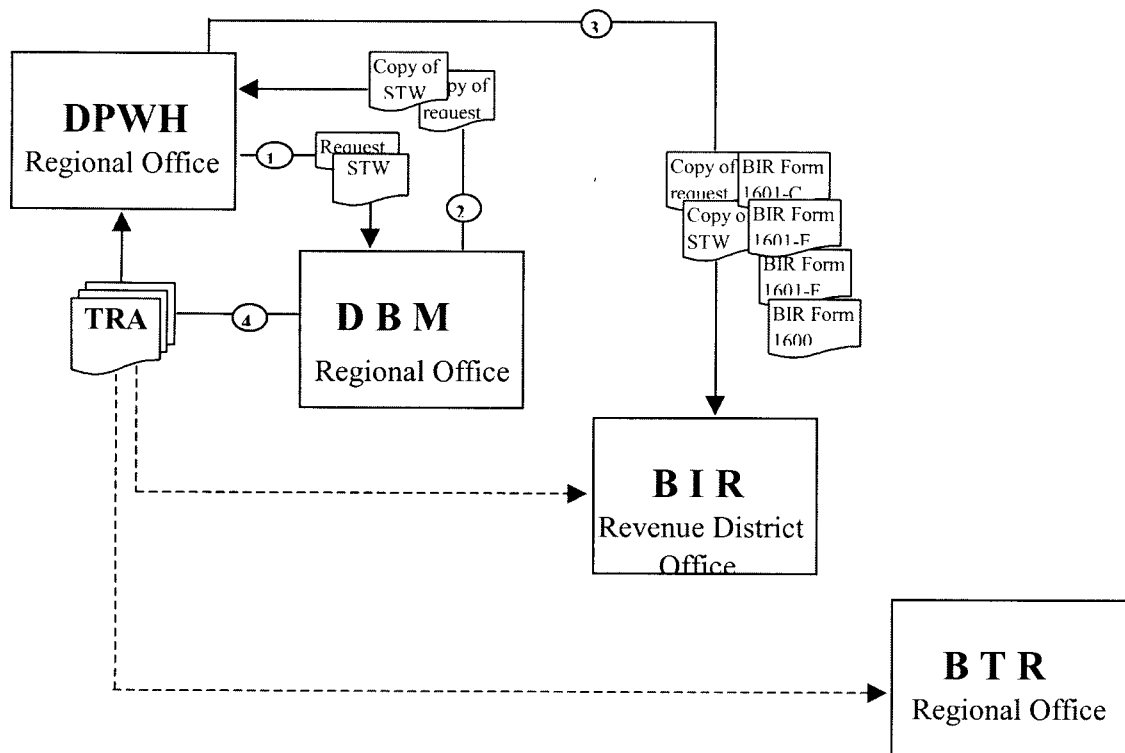
Narrative Procedures:

1. On or before the 25th day of each month, the Cashier of the DPWH-CO prepares the Summary of Taxes Withheld (STW) and submit the same to the DBM-CO together with the request for TRA duly approved by the Assistant Secretary for CFM or any authorized approving official of the DPWH-CO.
2. The DBM-CO acknowledge the receipt of request and STW from the DPWH-CO by stamping "RECEIVED" on the request and STW.
3. Upon receipt of the duly received STW and request for TRA, DPWH-CO file with the concerned RDO the required tax returns for all taxes withheld on compensation (BIR Form 1601-C), expanded (1601-E), final (1601-F), and government money payments (1600) together with the duly received STW and request for TRA.
4. Within ten (10) working days from receipt of request and STW, the DBM-CO shall issue TRA to the DPWH-CO, copy furnished the concerned BIR-RDO and the NCAD-BTR.
5. Upon receipt of the TRA from DBM-CO, the Chief Accountant of the DPWH-CO record in its books the TRA as remittances to the BIR for taxes withheld.

Note:

Notwithstanding the implementation of the above-mentioned Joint Circular, all returns filed either quarterly or annually are still in effect and should be submitted on time.

DPWH - Regional Office
FLOWCHART ON TAX PAYMENTS/REMITTANCES
 thru the use of
TAX REMITTANCE ADVICE (TRA)
 as implemented under
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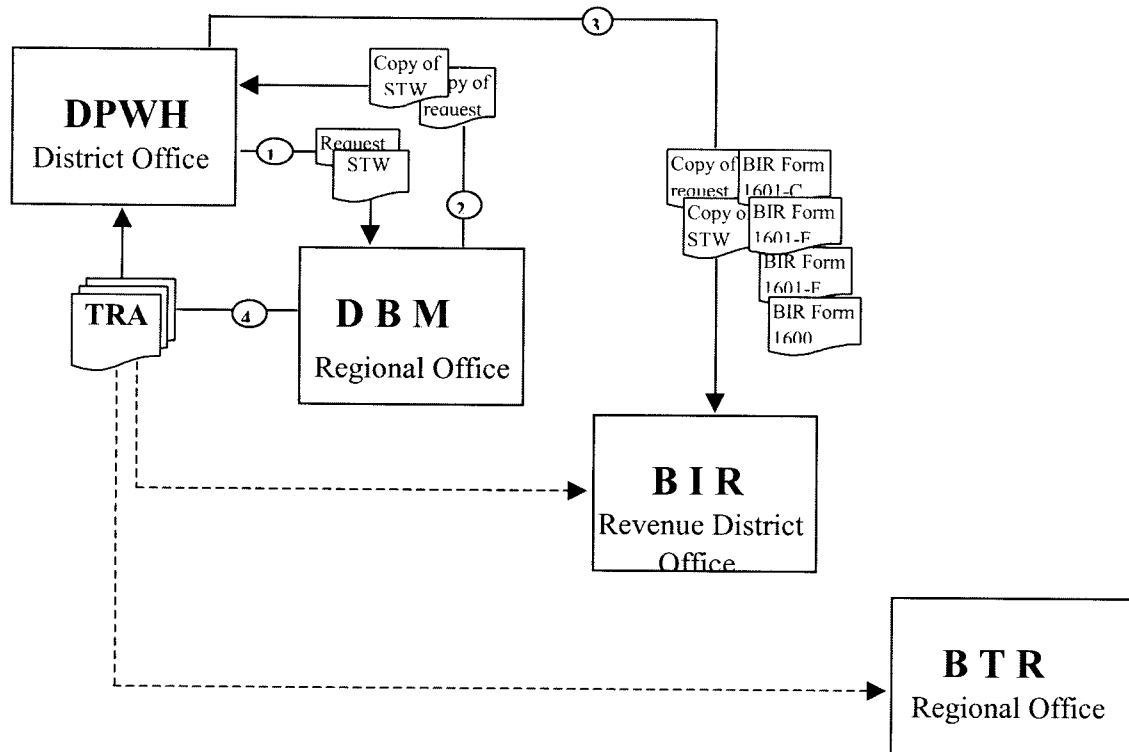
Narrative Procedures:

1. On or before the 25th day of each month, the Cashier of the DPWH-RO prepares the Summary of Taxes Withheld (STW) and submit the same to the DBM-RO together with the request for TRA duly approved by the Regional Director or any authorized approving official of the DPWH-RO.
2. The DBM-RO acknowledge the receipt of request and STW from the DPWH-RO by stamping "RECEIVED" on the request and STW.
3. Upon receipt of the duly received STW and request for TRA, DPWH-RO file with the concerned RDO the required tax returns for all taxes withheld on compensation (BIR Form 1601-C), expanded (1601-E), final (1601-F), and government money payments (1600) together with the duly received STW and request for TRA.
4. Within ten (10) working days from receipt of request and STW, the DBM-RO shall issue TRA to the DPWH-RO, copy furnished the concerned BIR-RDO and the Regional BTR.
5. Upon receipt of the TRA from DBM-RO, the Chief Accountant of the DPWH-RO record in its books the TRA as remittances to the BIR for taxes withheld.

Note:

Notwithstanding the implementation of the above-mentioned Joint Circular, all returns filed either quarterly or annually are still in effect and should be submitted on time.

DPWH - District Office
FLOWCHART ON TAX PAYMENTS/REMITTANCES
 thru the use of
TAX REMITTANCE ADVICE (TRA)
 as implemented under
DOF-DBM-COA Joint Circular No. 1-2000



Narrative Procedures:

1. On or before the 25th day of each month, the Cashier of the DPWH-DO prepares the Summary of Taxes Withheld (STW) and submit the same to the DBM-RO together with the request for TRA duly approved by the District Engineer or any authorized approving official of the DPWH-DO.
2. The DBM-RO acknowledge the receipt of request and STW from the DPWH-DO by stamping "RECEIVED" on the request and STW.
3. Upon receipt of the duly received STW and request for TRA, DPWH-DO file with the concerned RDO the required tax returns for all taxes withheld on compensation (BIR Form 1601-C), expanded (1601-E), final (1601-F), and government money payments (1600) together with the duly received STW and request for TRA.
4. Within ten (10) working days from receipt of request and STW, the DBM-RO shall issue TRA to the DPWH-DO, copy furnished the concerned BIR-RDO and the Regional BTR.
5. Upon receipt of the TRA from DBM-RO, the Chief Accountant of the DPWH-DO record in its books the TRA as remittances to the BIR for taxes withheld.

Note:

Notwithstanding the implementation of the above-mentioned Joint Circular, all returns filed either quarterly or annually are still in effect and should be submitted on time.