

"INVITATION"

Office of the President  
of the Philippines  
Malacañang

OFFICE OF THE PRESIDENT
REC'D. BY - <i>Coyne</i>
DATE: <i>3/12</i>
TIME: <i>4:10</i>
PRESIDENTIAL MANAGEMENT STAFF

# 9703-12-0023

MEMORANDUM ORDER NO. 421

**AUTHORIZING THE CONDUCT IN THIS OFFICE OF A 2-DAY BRIEFING/ORIENTATION ON THE TAXPAYER'S FILING OF THE NEW INCOME TAX RETURNS FOR OFFICIALS AND EMPLOYEES OF THE OFFICE OF THE PRESIDENT (PROPER).**

In order to orient our officials and employees in filling up the new income tax forms (BIR 700) and its attachments, the Career and Personnel Development Division, Personnel Office, is hereby authorized to conduct a 2-day Briefing on the Taxpayer's Filing of the New Income Tax Returns on March 13 and 14, 1997, at 9:00 a.m. - 5:00 p.m. at the MIS Room of the Old GSIS Building, Arroceros, Manila.

All concerned are advised to attend the said briefing in two separate groups, one from 9:00 a.m. to 12:00 noon and another at 1:30-5:00 p.m.

*Luis C. Liwanag*  
LUIS C. LIWANAG II  
Senior Deputy Executive Secretary

Manila, March 12, 1997



CERTIFIED COPY: