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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE  
Quezon City

BUREAU OF INTERNAL REVENUE  
RECORDS MGT. DIVISION  
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JAN 04 2010  
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December 4, 2009

REVENUE DELEGATION AUTHORITY ORDER NO. 1-2010

**SUBJECT :** Delegation of Authority to Transfer Personnel to the Regional Director within their area of Jurisdiction

**TO :** All Internal Revenue Officials and Others Concerned

**I. BACKGROUND**

Under Revenue Memorandum Order No. 26 – 2007, Regional Directors were authorized to transfer personnel with salary grade (SG) 1 to 17 within their jurisdiction. However, then Commissioner Sixto S. Esquivias IV temporarily suspended this delegated authority of the Regional Directors through the unnumbered memorandum dated April 20, 2009.

**II. OBJECTIVES**

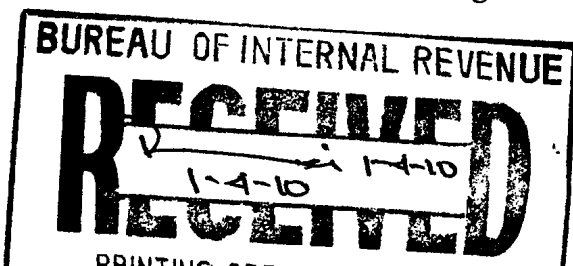
This order is issued to restore the delegated authority of the Regional Directors to transfer or re-assign revenue personnel with salary grade 17 and below under their respective jurisdictions. This will ensure the authority of the Regional Directors in the discharge of official functions on certain personnel matters and to expedite the processing of transfers within the Region in the exigency of the revenue service.

**III. DELEGATED AUTHORITY TO THE REGIONAL DIRECTOR**

The Regional Directors are hereby delegated with the authority to transfer or re-assign personnel with salary grade 17 and below under their respective administrative jurisdictions including regional divisions, except personnel assigned at the data units, Large Taxpayers District Office (LTDO) and Excise Taxpayers Area (EXTA).

In the discharge of this function, the following must be observed:

- The variance (over and under) in the personnel strength of each office/unit shall not go beyond or be less than 10% of the authorized plantilla position of the office, thus maintaining a balance and equitable distribution of personnel.
- The capability of personnel to perform the job assignment in the office/work unit where they shall be transferred or reassigned must be considered.



- The Deputy Commissioner of the Resource Management Group (RMG) must be furnished a copy of the RRTAO issued not later than fifteen (15) days from date of issuance.

#### IV. REPEALING CLAUSE

## V. EFFECTIVITY

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