

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF INTERNAL REVENUE**

February 14, 2011

**REVENUE MEMORANDUM ORDER NO. 10-2011**

**SUBJECT** : Reportorial Requirements of the Administrative Service

**TO** : All Internal Revenue Officers, Employees and others  
concerned

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**I. OBJECTIVES**

1. To ensure strict compliance with the submission of various reportorial requirements of the Administrative Service.
2. To facilitate processing of clearances of BIR personnel.
3. To afford BIR offices with more time and resources to focus on more urgent and important tasks.

**II. POLICIES AND GUIDELINES**

1. Only Offices and personnel identified in the Inventory of Reports Required (Annex "A") shall submit the reports listed thereat on the prescribed dates.
2. The deadlines for the submission of various accountability reports as specified under Annex "A" hereof should be strictly adhered to.

**III. REPEALING CLAUSE**

All issuances and/or portions thereof inconsistent with the provisions of this order are hereby repealed or amended accordingly.

**IV. EFFECTIVITY**

This Order shall take effect immediately.

(Original Signed)  
**KIM S. JACINTO-HENARES**  
Commissioner of Internal Revenue