

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

May 2, 2011

REVENUE MEMORANDUM CIRCULAR NO. 21-2011

SUBJECT : USE OF BIR LIBRARY

TO : ALL REVENUE OFFICIALS, EMPLOYEES
AND OTHERS CONCERNED

It has been observed that there are revenue employees and private individuals who are using the BIR Library for purposes other than for legal research, such as resting/waiting area, place for holding private meetings, and dealing with taxpayers.

Effective immediately, no revenue employees or private individuals shall be allowed entry inside the BIR Library unless the purpose is purely legal research. It is also hereby ordered that everybody must observe silence while inside the library premises.

The Human Resource Development Service is hereby enjoined to closely monitor strict compliance therewith, and to submit report of any violation thereof to the Office of the OIC-Assistant Commissioner, Inspection Service, for appropriate disciplinary action.

All revenue officials and employees are hereby enjoined to give this Circular as wide a publicity as possible.

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