

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

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All issuances and/or portions thereof inconsistent with the provisions of this order are hereby repealed or amended accordingly.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