

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

February 11, 2011

REVENUE MEMORANDUM ORDER NO. 24-2011

SUBJECT : **Streamlining the Reportorial Requirements of the Collection Service.**
TO : **All Internal Revenue Officers, Employees and Others Concerned.**

I. BACKGROUND:

With the BIR's effort to make every data available for policy making purposes and whenever reports/information are requested by other government agencies, periodic reports were prescribed to be submitted by the concerned offices to the requesting functional groups. As the required data increases, the volume of reports being required from the different offices likewise increases, the preparation of which consumes much time which could have been devoted to more urgent and important tasks. Further, most of the data being required are merely duplication of the data contained in some other reports thereby wasting time, effort and resources in its preparation yet contributing to the volume of papers being filed in the National Office. To effectively maximize time and resources without necessarily sacrificing the quality and sufficiency of data/reports to be submitted, this Order is hereby issued.

II. OBJECTIVES:

1. To rationalize the field offices from various requests for reports/data and afford them more time to focus on more urgent and important tasks;
2. To ensure that the data and information needed by top management for the planning and decision making are always available whenever the need arises;
3. To avoid duplication of reports and only those information currently needed shall be required; and

4. To encourage the sharing of information/data amongst offices inside and outside each functional groups.

III. REPORTORIAL REQUIREMENTS:

The documents enumerated in Annex “A” hereof shall continue to be submitted to the Collection Service and/or to the Divisions under it. Formats of the reporting requirements were attached as a guide in the preparation of the reports.

Conversely, submission to the Collection Service and/or any of its Divisions of documents/reports enumerated in Annex “B” hereof shall be discontinued. Some of the data contained in those reports were found to be either obsolete or no longer applicable. Other data were still useful but found to be a mere duplication of other reports while the other reports were mistakenly being submitted to the Collection Service. In case of the latter, the reports may continuously be required by other offices.

IV. REPEALING CLAUSE:

This Order supersedes all revenue issuances or portions thereof inconsistent herewith.

V. EFFECTIVITY:

This Order shall take effect immediately.

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