

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

June 1, 2009

REVENUE MEMORANDUM ORDER No. 21-2009

SUBJECT : ACCOMPLISHMENT REPORTING PROCESS ON BIR PRIORITY PROGRAMS FOR CY 2009

TO : All Assistant Commissioners, Regional Directors, Revenue District Officers and Others Concerned

A. OBJECTIVES

This Order is issued to:

1. Provide policies, guidelines and procedures in the monitoring, preparation and submission of accomplishment reports on BIR Priority Programs as well as other revenue generating initiatives.
2. Determine the revenue impact of these BIR Priority Programs and initiatives using the prescribed templates in the submission of accomplishment reports. (Please refer to Annex A)
3. Prescribe the duties and responsibilities of offices, officials, and other concerned revenue personnel pertaining to the impact of the implementation of BIR Priority Programs pursuant to Revenue Memorandum Order No. 14 - 2009.

B. POLICIES

1. Twelve (12) Priority Programs with corresponding twenty three (23) Performance Measures for Regional Offices/RDOs of which nine (9) Priority Programs and sixteen (16) Performance Measures for the Large Taxpayers Service/LTDOs are prescribed for implementation in CY 2009.
2. The abovementioned BIR offices are not limited to implement only the Priority Programs as prescribed in RMO 14-2009.

3. Concerned BIR offices shall prepare accomplishment reports per Program for submission to corresponding Measure Owner using the prescribed format on a monthly basis.
4. Impact on revenue collection of these Priority Programs shall be monitored by the Policy and Planning Service, as such, significant accomplishments and major highlights per Priority Program shall also be reflected in the accomplishment reports.
5. The Policy and Planning Service (Planning Division) shall prepare and submit a summary report to MANCOM which shall be used as reference in their policy decision-making.

C. GUIDELINES and PROCEDURES

1. **Revenue District Office/LTDO** shall prepare and submit an accomplishment report using the prescribed format to the Office of the Regional Director/ ACIR, LTS.
2. **Regional Director/Assistant Commissioner, LTS** shall prepare and submit a summary accomplishment report using the prescribed format per Priority Program to the concerned Measure Owner(s).
3. **Measure Owner** shall consolidate, validate and evaluate reports from Regional Offices. It shall ensure the accuracy and completeness of data prior to its submission to PPS.
4. **Policy and Planning Service** shall review the summary of accomplishment reports submitted by Measure Owners prior to its submission to MANCOM.
5. The accomplishment reports shall be submitted in accordance with the following schedules:

Office	Submitted to	Due Date
RDO	Regional Director	Not later than the 7 th day after end of each month
LTDO	ACIR, LTS	Not later than the 7 th day after end of each month
Regional Office	Measure Owner	Not later than the 10 th day after end of each month
LTS	Measure Owner	Not later than the 10 th day after end of each month
Measure Owner	PPS	Not later than the 12 th day after end of each month
PPS	MANCOM	Not later than the 15 th day after end of each month

MANCOM shall review the results and give the bonus/demerit point(s) for each concerned office. The final summary of accomplishment reports shall then be used as reference in the evaluation of performance and decision-making by top management.

D. REPEALING CLAUSE

All existing revenue memorandum circulars, orders, and other issuances inconsistent herewith are hereby repealed, modified or amended accordingly.

E. EFFECTIVITY

This Order shall take effect immediately.

(Original Signed)
SIXTO S. ESQUIVIAS IV
Commissioner of Internal Revenue

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