



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

BUREAU OF INTERNAL REVENUE  
RECORDS MGT. DIVISION  
4:13 P.M.  
NOV 03 2017  
*Chatego*  
**RECEIVED**

November 3, 2017

**REVENUE MEMORANDUM ORDER NO. 29-2017**

**SUBJECT : Amending RMO No. 32-2014 dated August 20, 2014 and RMO 32-2011 dated September 1, 2011 Regarding Minutes of Staff Meeting of the Regional Offices**

**TO : All Regional Directors and Employees Concerned**

**I. OBJECTIVE:**

This Order is being issued to expedite the submission by the Regional Offices (RO) as well as the processing /resolution by the concerned offices in the National Office (NO), issues/concerns raised during the RO monthly staff meeting.

**II. POLICIES AND GUIDELINES:**

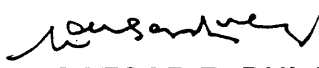
1. All ROs shall submit an advance copy of the matrix of "Issues/Concerns Requiring NO Resolution" portion of the Minutes of Staff Meeting (Annex A) to Management Division (MD) at [management@bir.gov.ph](mailto:management@bir.gov.ph) within three (3) days after the meeting was held.
2. The Minutes of Meeting shall be emailed to MD not later than three (3) days after its approval.

**III. REPEALING CLAUSE :**

All revenue issuances or portions thereof inconsistent herewith are hereby revoked and/or amended accordingly.

**IV. EFFECTIVITY :**

This Order shall take effect immediately.

  
**CAESAR R. DULAY**  
Commissioner of Internal Revenue  
010752