

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

January 20, 2011

**REVENUE MEMORANDUM ORDER NO. 6-2011**

**SUBJECT :** **GUIDELINES AND PROCEDURES IN THE PREPARATION,  
PUBLICATION AND DISTRIBUTION OF THE BIR ANNUAL REPORT**

**TO :** All Revenue Officials and Employees Concerned

---

**I. BACKGROUND**

The BIR Annual Report is a publication that highlights the Bureau's performance, accomplishments and achievements of the immediately preceding year. It intends to give stakeholders and other interested parties information about the agency's activities and collection performance. It is made available during the anniversary celebration held on August 1 of each year.

The printing of the BIR Annual Report shall conform with Sections 2 and 4, Volume 2 of the BIR Procurement Manual. It provides for the basic steps in the preparation for the procurement of goods and services through competitive or public bidding.

**II. OBJECTIVES**

This Order is issued to:

1. Prescribe the guidelines and procedures in the preparation, publication and distribution of the BIR Annual Report;
2. Define and delineate responsibilities of all offices involved; and
3. Improve the timely submission of data/materials/requirements relevant to the preparation of the BIR Annual Report.

### **III. GUIDELINES AND PROCEDURES**

The following shall be observed in carrying out the activities pursuant to this Order:

#### **A. Submission of Annual Report Materials**

The following Offices shall submit the materials/write-ups specified below.

<b>Office Responsible</b>	<b>Reports/Write-ups/Photos</b>
<b>Tax Reform Administration Group</b>	Write-up on tax reform projects using the prescribed format in Annex A
<b>Office of the Assistant Commissioners</b>	Write-up of significant milestones or accomplishments on major programs/projects undertaken during the year using the prescribed format in Annex A to be noted by the concerned Deputy Commissioner
<b>Office of the Regional Directors</b>	Write-up of the region's annual accomplishments focusing on two (2) major activities (with photo attachments) of significant impact on revenue collections using the prescribed format in Annex A*
<b>Statistics Division</b>	Report on Revenue Collections with Tax Statistics Data, Tables, Graph and all other vital statistical information on Revenue Collections (current vs. previous year)
<b>Corporate Communications Division</b>	Digest on Revenue Regulations issued (with date of issue and publication; newspaper source)
<b>Collection Enforcement Division</b>	Report on accounts receivables and compromise settlement vs. previous year (collections and number of cases)
<b>Collection Programs Division</b>	Report on Stop-filer cases and closed vs. previous year (collections and number of cases)
<b>Budget Division</b>	Report on BIR Cost of Operations (Total Expenditures vs. Revenue Collections; Cost to collect; Breakdown of BIR Expenditures for the year)
<b>Litigation Division</b>	Report on the Run After Tax Evaders (RATE) Program (collections and number of cases)
<b>Personnel Division</b>	Directory of BIR Officials (as of December 30); Personnel Complement/No. of Personnel by Functions (Current vs. previous year)
<b>Training Delivery Division</b>	Summary of Trainings conducted and attended by BIR Officials and Employees for the year
<b>Tax Information and Education Division</b>	Photos of special events*

\*The pictures must pertain to snapshots taken during the BIR special events such as BIR Anniversary Celebration, Command Conferences, Tax filing season, BIR outreach program, BIR Christmas celebration, awards and commendations received by BIR and its officials, meetings, conferences and all other activities wherein the BIR had major participation or involvement. The caption must describe the activity/event in one or two sentences indicating the date, place/venue, name/title of event and people involved in the picture.

To ensure veracity and accountability, the electronic copies of the above-mentioned materials must be sent through the official email accounts of the concerned Heads of Offices addressed to the Assistant Commissioner (ACIR), Policy and Planning Service (PPS), Attention: The Chief,

Planning Division at planning-division@bir.gov.ph or cecilia.felipe@bir.gov.ph **at the end of the first quarter.**

The Planning Division shall monitor the submission of all the materials/inputs for the publication.

## **B. Preparation of the Manuscript**

### **1. Planning Division**

- 1.1 Submit the Terms of Reference (TOR) to the Bids and Awards Committee (BAC);
- 1.2 Consolidate all materials submitted and prepare the initial draft of the manuscript;
- 1.3 Refer the digital layout and contents of the manuscript to all Deputy Commissioners for their validation and approval;
- 1.4 Submit to the ACIR, Policy and Planning Service the final lay-out for consideration and approval; and
- 1.5 Forward to the printing service provider the approved manuscript of the BIR Annual Report.

### **2. Statistics Division**

The Statistics Division shall proofread all statistical information contained in the manuscript.

### **3. Policy and Planning Service**

The Policy and Planning Service shall review the final manuscript and recommend the same to the Commissioner of Internal Revenue for approval.

## **C. Allocation of copies of the BIR Annual Report**

The copies of the BIR Annual Report shall be distributed to the following:

<b>Office</b>	<b>No. of Copies per Office</b>
<b>BIR Offices:</b>	
Office of the Commissioner	50
Office of the DCIR	10
Office of the ACIR	10
National Office Division	4
Regional Office	20
Revenue District Office	5
Large Taxpayers Service	500
International Tax Affairs Division	100
Tax Information and Education Division	200
Training Delivery Division	100

<b>Office</b>	<b>No. of Copies per Office</b>
<b>Others:</b>	
Office of the President of the PHL	10
Department of Finance	10
Senate of the Philippines	30
House of Representatives	250
Libraries	30

#### **D. Request for Additional Copies**

Additional copies may be requested by submitting a letter-memo justifying the need for extra reproduction of the Annual Report to the ACIR-PPS not later than January 30 for evaluation and recommendation to the CIR for approval.

#### **E. Distribution of the Annual Report**

**The General Services Division (GSD)** shall distribute/deliver the copies of the Annual Report to the concerned offices as mentioned in Section C of this Order not later than August 15.

The concerned offices upon receipt of their allocation from GSD are tasked to issue/give out the annual report to their intended recipients.

#### **F. Publication in the BIR Website**

The Corporate Communications Division shall post the electronic copy of the BIR Annual Report in the BIR website at [www.bir.gov.ph](http://www.bir.gov.ph) within one week from the receipt of soft copy or DVD copy in Adobe format.

### **IV. REPEALING CLAUSE**

All revenue issuances or portions thereof that are inconsistent herewith are hereby repealed or amended accordingly.

### **V. EFFECTIVITY**

This Order takes effect immediately.

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