



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

March 8, 2011

REVENUE MEMORANDUM ORDER NO. 11-2011

SUBJECT : Reportorial Requirements of the Human Resource Development Service (HRDS)

TO : All Internal Revenue Officials and Employees

I. BACKGROUND AND OBJECTIVE

This Order is being issued to rationalize the required reports of the HRDS; identify and establish ownership of reports; minimize if not avoid duplication of report preparation; encourage and promote exchange/sharing of information among the different Units/Divisions and effectively reduce the burden of redundant and voluminous reports.

II. POLICIES AND GUIDELINES

The following policies and guidelines shall be observed:

1. The original copy of the reports indicated in the Inventory of Reports required Marked as (Annex A) shall be submitted to the prescribing office while the duplicate copy to remain in the preparing office , except that of the Statement of Assets, Liabilities and Networth (SALN) and Original/Promotional appointments.
2. Timeliness in the submission of reports shall be observed at all times, specific deadlines as prescribed in Annex A shall be strictly complied.
3. To prevent the overlapping of reports, no two (2) or more divisions under HRDS shall require the submission of reports with identical data/information.
4. Sharing of report(s) or information for use and reference among the Units/Divisions shall be encouraged for use by other Offices.

III. SANCTIONS:

Non compliance with the prescribed deadlines on the submission of reports will be considered as violation of office rules and regulations with penalty as defined in the Revised Code of Conduct as implemented by RMO No. 53-2010.

IV. REPEALING CLAUSE:

All other issuances and/or portions thereof inconsistent herewith are hereby repealed, amended or modified accordingly.

V. EFFECTIVITY:

This Order shall take effect immediately.

(Original Signed)

KIM S. JACINTO-HENARES

Commissioner of Internal Revenue

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