



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

BUREAU OF INTERNAL REVENUE
RECORDS MGT. DIVISION
4:13 P. M.

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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 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.

Handwritten Signature

CAESAR R. DULAY
Commissioner of Internal Revenue

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