

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

September 1, 2011

**REVENUE MEMORANDUM ORDER NO. 32-2011**

**SUBJECT : Guidelines in the Preparation of Minutes of Staff Meeting of Regional Offices**

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

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**I. OBJECTIVES**

This Order is issued to:

1. Ensure completeness of desired information in the Minutes of Staff Meeting as prescribed under RMO No. 16-2011.
2. Facilitate referral of the concerns/issues raised requiring National Office (NO) action.
3. Encourage real-time-taking of minutes of meeting to ensure submission within the prescribed deadline.

**II. GUIDELINES**

1. In line with the submission to Management Division of Minutes of Staff Meetings as prescribed under RMO No. 16-2011, a format for the preparation of the Minutes of Staff Meeting is hereby prescribed to be used by Regional Offices. Please refer to "Annex A".
2. To avoid confusion and ensure uniformity, the date when the meeting was actually held shall be used to identify for what month said staff meeting is being reported. To illustrate, the region held its staff meeting on July 15, 2011, therefore, the minutes of staff meeting is considered for the month of July 2011, following the date it was actually held even if discussion covered June and other previous month/s.
3. All issues/concerns requiring National Office action shall be indicated in the specific portion of "Annex A" separate from those for the region's resolution. Furthermore, all necessary details or specifications pertaining to the issue/concern raised must be clearly stated including the desired NO action to facilitate referral to/action by the proper office, for example, issuance of RMO, MOA; accreditation of AABs; and seminar on newly rolled out computerized systems.

**III. EFFECTIVITY**

This Order shall take effect immediately.

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