

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

3 February 2011

REVENUE MEMORANDUM ORDER NO. 5-2011

SUBJECT : Preparation of the BIR Monitor

TO : All Revenue Officials, Employees and Others Concerned

I. OBJECTIVE

This Order is being issued to revise the policies, guidelines and procedures relative to the preparation of the BIR Monitor, in the light of the weekly preparation and publication of the BIR Weekender Briefs every Friday per Revenue Memorandum Circular No. 8-2010.

II. GUIDELINES AND PROCEDURES

1. The BIR Monitor is the official monthly newsletter of the Bureau of Internal Revenue. It shall contain full-length articles on major events and developments in the Bureau, particularly on the following:
 - a. Policy directions and priorities of BIR top management
 - b. Current events/developments in the BIR National Office and regional/district offices
 - c. New revenue issuances
 - d. New programs/projects
 - e. Personnel-related matters (i.e. birthdays, topnotchers in BIR-administered exams, etc.)
2. All heads of offices shall take an active role in disseminating information concerning current events/developments happening in their respective offices. As such, they should ensure that articles (with photos) on current events/developments are prepared and submitted to the Corporate Communications Division (CCD) within the week that the event/new development happened, for it to be considered for inclusion in the preparation of the story budget (list of articles) for the next issue of the BIR Monitor.
3. The editorial staff of the BIR Monitor, headed by the Chief, CCD, has the prerogative to select and rewrite/edit the articles submitted for publication. Articles shall be selected

based on their relevance to the thrusts/priorities of the BIR; impact to BIR operations; interest to the readers and urgency to be published.

4. Articles prepared by the CCD concerning highlights of new revenue issuances (especially Revenue Regulations) and features of newly-launched projects/programs shall be validated by the concerned Assistant Commissioner or Deputy Commissioner, prior to publication in the BIR Monitor.
5. Articles for Media Release prepared and released via e-mail by the Taxpayer Information and Education Division as well as late contributions (photos with captions) not published in the BIR Weekender Briefs may also be included for publication in the BIR Monitor.
6. The BIR Monitor shall be reviewed and approved for publication by the Assistant Commissioner, Policy and Planning Service (ACIR, PPS), prior to its release via e-mail and posting in the BIR Website by the CCD.

III. ROLES AND RESPONSIBILITIES

A. Heads of Offices

1. Prepare and submit articles (with photos) to the CCD concerning current events/developments spearheaded or participated in by their office within the week that the event/new development happened. Submission of articles and photos shall be in hard copy (for offices in the BIR National Office) and/or soft copy (for all BIR offices) via e-mail to the CCD (at corp_com@bir.gov.ph).

B. Assistant Commissioners and Deputy Commissioners

1. Review and validate articles for publication in the BIR Monitor, which were prepared and referred to their office by the CCD.

C. ACIR, Policy and Planning Service

1. Review and approve, for publication, the layout/presentation of the BIR Monitor prepared by the CCD.

D. Corporate Communications Division

1. Gather materials/photos and write articles concerning highlights of new revenue issuances and features of newly-launched projects/programs, as well as the list of new revenue issuances and list of birthday celebrants (revenue officials only).
2. Refer articles prepared by CCD personnel to the concerned Assistant Commissioners or Deputy Commissioners, for review and validation, prior to publication in the BIR Monitor.

3. Review the articles submitted by heads of offices, and select those for publication in the BIR Monitor.
4. Prepare story budget for the BIR Monitor based on the selected articles received from heads of offices, as well as validated articles prepared by CCD personnel.
5. Edit or re-write, where necessary, articles that were selected for publication in the BIR Monitor.
6. Prepare the page layout of the BIR Monitor and submit to the ACIR, PPS, for review and approval for publication.
7. Release the approved issue of the BIR Monitor via e-mail to all BIR users and posting in the BIR Website.

IV. REPEALING CLAUSE

The provisions of Revenue Memorandum Order No. 47-99 and other existing revenue issuances inconsistent herewith are hereby repealed 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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