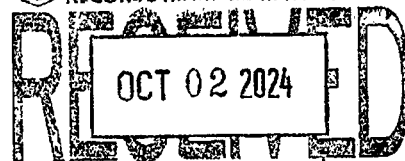




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE

Quezon City

BUREAU OF INTERNAL REVENUE  
RECORDS MANAGEMENT DIVISION



BY: 10 ADMIN UNIT - 1 TIME: 10:50 am

July 1, 2024

REVENUE MEMORANDUM ORDER NO. 041-2024

TO : All Internal Revenue Personnel and Others Concerned

SUBJECT : Amending Pertinent Provisions of Revenue Memorandum Order (RMO) No. 24-2017 dated September 8, 2017 and Revenue Memorandum Order (RMO) No. 40-2018 dated July 03, 2018 on the Guidelines and Procedures on the Use and Maintenance of the **BIR Dormitory** in the National and Regional Offices.

I. BACKGROUND:

The BIR has always desired to promote productivity through the development of knowledge, skills and attitude (KSA) including social, cultural, health, welfare and other activities of its officials and employees. It has established training centers as well as BIR Dormitories in BIR National/Regional Offices, where its employees can be accommodated. In order to *simplify the admission process of revenueurs at the BIR Dormitory*, amendatory provisions are hereto issued for a better *management* of the dormitory/ies.

II. OBJECTIVES:

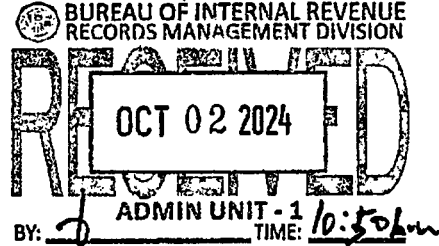
1. Provide comfortable and secured accommodation to all BIR officials and employees.
2. Establish policies, guidelines and procedures in the operation, use and maintenance thereof in accordance with existing accounting and auditing rules and regulations, a Petty Cash fund shall be set-up for dormitory expenses and operations.
3. Define the roles and responsibilities of offices concerned in its operation.

III. POLICIES:

1. The Training Delivery Division (TDD) in the National Office or Administrative & Human Resource Management Division (AHRMD) in the Regional Office, under the Human Resource Development Service (HRDS) and the Deputy Commissioner- Resource Management Group (DCIR-RMG) shall be responsible for the management of its training venues, multi-purpose spaces and dormitory.
2. Admission to the dormitory shall be limited to the use of BIR personnel only with the following priorities:

1 <sup>st</sup> PRIORITY	BIR officials and employees attending trainings/seminars/conferences and have official transactions with issued Revenue Special Order (RSO) or Regional Revenue Special Order (RRSO) with prior reservations.
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<b>2<sup>nd</sup> PRIORITY</b>	BIR officials and employees with official transactions in the National/Regional Offices such as securing accountable forms, submitting of reports, Mission Order, etc., with official letter/authority from their Head of Office and with prior reservations.
<b>3<sup>rd</sup> PRIORITY</b>	BIR officials and employees who need short-term accommodations (one-week only) reporting due to a recently issued Revenue Travel Assignment Order (RTAO) and with prior reservations.
<b>4<sup>th</sup> PRIORITY</b>	Newly hired employees who are required to undergo on-the-job training in the National Office such as Revenue Officer I (Excise) and Statistician I with official letter/authority from their Head of Office and with prior reservations.
<b>5<sup>th</sup> PRIORITY</b>	Personnel required to render overtime beyond 9:00 p.m. or those with early flights on official business.

3. Reservation shall be made at least two (2) days before check-in via email. A request must be sent to [ntc.dorm@bir.gov.ph](mailto:ntc.dorm@bir.gov.ph) indicating the following details:
- a.) Name of Employee/s
  - b.) Place of Assignment
  - c.) Inclusive dates of stay
  - d.) Purpose of Stay
- 
4. The Dormitory-in-Charge (DIC) who must be an employee of the TDD / AHRMD shall be responsible for the monitoring of dormitory email.
5. Reservation shall be on first come, first serve basis.
6. Email reservations will be entertained during working hours 8:00AM to 5:00PM from Mondays to Thursdays and 8:00AM to 4:00PM during Fridays. All emails sent to the dormitory email after the said time will be attended the following working day.
7. Approved request shall be included in the Dormitory Reservation Straight List (Annex E) and shall be endorsed to the Guard-On-Duty for accommodation.
8. The DIC shall take charge of the **Dormitory Registration Form (DRF) (Annex A)**. It must be duly accomplished by the employee by indicating the pertinent information most especially on the number of days he/she intends to stay.
9. The DRF (sequentially pre-numbered) shall be distributed as follows:
- |           |   |                            |
|-----------|---|----------------------------|
| Original  | - | Employee's copy            |
| Duplicate | - | Dormitory-in-Charge's copy |
10. The DIC shall issue the DRF and be presented to the Guard-On-Duty along with BIR ID for verification and check-in.
11. If the employee arrives after 5pm/ weekends/ holidays and suspension of work in the government offices with prior reservation, the Guard-on-Duty will take charge of the DRF and shall endorse to the DIC not later than 8:30 a.m. on the next working day.
12. DIC shall prepare the Monthly Dormitory Accommodation Report (Annex B), due on or before the end of the following month, to the Office of the Deputy Commissioner, RMG, thru the Office of the Assistant Commissioner, HRDS.

13. Transactions made are non-transferrable. Hence, the employee who intends to cancel or replace their reserved slots must inform the DIC thru email before the date of arrival.
14. Whenever an employee intends to stay beyond the period initially reserved, he/she must inform the DIC at least 24 hours before the extension period to check on the availability of beds and shall be required to register anew by filling-up another DRF.
15. **CHECK-IN TIME is 8:00 a.m.**
16. **CHECK-OUT TIME is 6:00 p.m.**
17. **BEFORE CHECK-OUT**, the Guard-on-Duty shall check the completeness of the issued linens, beddings. Otherwise, these will be charged against the account of concerned employee.
18. The Room 4 of the Dormitory is available for occupancy to all Regional Directors, Assistant Regional Directors, Revenue District Officers and Division Chiefs Level of Regional Offices with transactions in the National Office. Only two (2) males or two (2) females can be accommodated at a time.
19. An office/room shall be provided for the DIC in order to assist employees arriving after office hours/ weekends/holidays.
20. A Petty Cash fund shall be set-up for dormitory expenses such as laundry and drinking water for dormitory occupants.
21. Revision or amendment on policies shall be subject to future change by the Commissioner, upon recommendation of the DCIR-RMG.

#### IV. GUIDELINES AND PROCEDURES:

##### A. REGISTRATION

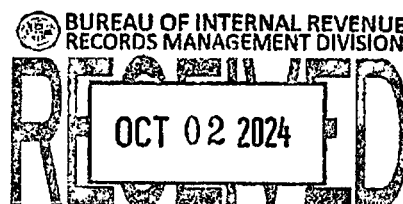
##### 1. Upon CHECK-IN, the employee shall:

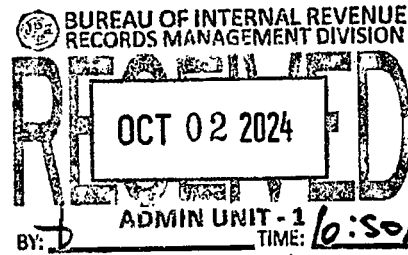
- a) Present issued Reservation Acknowledgement Slip (RAS) along with RSO/RRSO or authorization from their Head of Office, to the DIC or Guard-on-Duty;
- b) Verify from the Employees Reservation List if the employee has prior reservation;
- c) Present BIR ID for validation;
- d) Accomplish DRF (Sequentially pre-numbered);
- e.) Acknowledge receipt of linens, beddings, copy of house rules, etc.;

##### 2. Upon CHECK-OUT, the employee shall:

- a.) Return issued linens, beddings, pillows, etc. to Guard-On-Duty. Loss of any supply or property issued shall be on the personal account of the employee.

ITEMS	AMOUNT
Flat sheet	P200.00
Bed sheet	P200.00
Pillow case	P 50.00
Others, specify _____	P _____





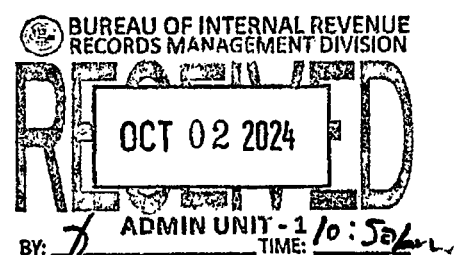
**B. HOUSE RULES:**

1. CHECK-IN TIME is 8:00 a.m.;
2. For employees arriving beyond 5:00 p.m./ weekends/ holidays and suspension of work in the government offices with prior reservation, registration shall be handled by the Guard-on-Duty and must submit their RAS along with other documents as proof that their stay is for official business purposes;
3. CHECK-OUT TIME is 6:00 p.m.;
4. Curfew time is at 10:00 p.m.;
5. The employee shall observe silence, courtesy, cleanliness and orderliness;
6. Activities that annoy, disturb other guest like running, shouting and loud music are strictly prohibited;
7. The employee shall be allowed to bring food or order for food delivery but the food shall be eaten in the dining area. Eating inside the dormitory is not allowed;
8. Visitors shall be entertained at the ground floor lobby only;
9. Valuable should not be left unattended. Management is not responsible for any lost items;
10. Personal belongings unclaimed within five (5) days from check-out shall be disposed of unless the DIC has been properly notified;
11. Pets are not allowed inside the building;
12. Cooking or heating food inside the room is prohibited;
13. The employee should wear appropriate attire whenever they are outside the dormitory. They are prohibited from going out in public areas within the building in undershirts only, pajamas, lingerie, etc.
14. Drinking liquor or any intoxicating drink, smoking and gambling are strictly prohibited;
15. Prohibited drugs like cocaine, shabu, etc. are not allowed;
16. Toilets and bathrooms must be used properly to maintain cleanliness and hygiene. Report to DIC any request for repairs and maintenance, which shall be indorsed to the General Services Division, if warranted;
17. Air conditioning, lights, television set and other appliances should be switched off when not in use or upon leaving the room; and
18. In case of emergency, immediately inform DIC or Guard-on-Duty or call emergency numbers posted on bulletin boards;

**C. ROLES AND RESPONSIBILITIES OF OFFICES INVOLVED IN THE OPERATIONS OF THE DORMITORY (NATIONAL/ REGIONAL):**

1. **TRAINING DELIVERY DIVISION** thru the Information and Communication Technology Section (ICTS) for NO / AHRMD for Regional Offices shall:
  - a. Strictly monitor and supervise the Check-in/Check-out time of employees registering in the dormitory;

- b. Ensure good record keeping accountability on DRF (sequentially pre-numbered);
  - c. *Maintain BIR Dormitory Monthly Accommodation Report (Annex B);*
  - d. Sustain orderly, cleanliness, hygiene, sanitation and sustainability of the dormitory;
  - e. *Submit Dormitory Annual Summary of Accommodation Report (Annex D) on or before January 31 of the following year to the Office of the Deputy Commissioner, RMG thru the Office of the Assistant Commissioner, HRDS.*
  - f. *Supervise any undertaking regarding the dormitory;*
  - g. *The Petty Cash Fund shall be directly managed by the Chief, ICT/ ICT Related Training Section of TDD /AHRMD for dormitory use only and timely replenishment thereof in accordance with existing accounting and auditing rules and regulations;*
- 2. ACCOUNTING DIVISION/FINANCE DIVISION through its PROCESSING/ BOOKKEEPING SECTION shall:**
- a. *In case of loss of any supply or property by the employee, the Accounting Division/ Finance Division shall prepare Order of Payment upon endorsement by DIC.*
  - b. *Process liquidation and replenishment of Petty Cash Fund in accordance with existing accounting and auditing rules and regulations;*
- 3. GENERAL SERVICES DIVISION / GENERAL SERVICES SECTION under AHRMD shall:**
- a. *Ensure the immediate repair and general maintenance of the dormitory.*
- 4. PROCUREMENT DIVISION thru its CANVASSING AND PURCHASING SECTION/ PAYMENT REPORT AND ACCOUNTABLE SECTION shall:**
- Take charge of the procurement of other furniture and fixture for the dormitory.
- 5. INTERNAL INVESTIGATION DIVISION/ REGIONAL INVESTIGATIVE DIVISION shall:**
- a. Provide physical security measures to protect the employees/ occupants of the dormitory and properties of the BIR; and
  - b. Supervise the private security agents assigned in the Bureau in accordance with the contract entered into between the BIR and private security agency to ensure that the prescribed guidelines and procedures on the use of the BIR dormitory are strictly implemented and observed.
- 6. DEPUTY COMMISSIONER – RESOURCE MANAGEMENT GROUP/ ASSISTANT COMMISSIONER – HRDS FOR NATIONAL OFFICE/ REGIONAL DIRECTOR shall:**
- Supervise all activities and operations of the dormitory.



## V. REPEALING CLAUSE

All revenue issuance or pertinent portions thereof inconsistent herewith are hereby modified, amended, suspended, or repealed accordingly.

## VI. EFFECTIVITY

This Order shall take effect immediately.



  
ROMEO D. LUMAOG JR.  
Commissioner of Internal Revenue

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