

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

September 26, 2003

**REVENUE MEMORANDUM ORDER No.44-2003**

**SUBJECT** : Submission Thru E-Mail of Priority Reports Required by the Offices Under Operations Group From Regional and District Offices.

**TO** : All Regional Directors, Revenue District Officers and Others Concerned

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**I. OBJECTIVES:**

This Order is issued to:

- A. Ensure prompt submission of priority reports required by Operations Group from Regional and District Offices.
- B. Maximize the use of the e-mail facilities provided to all offices.

**II. GUIDELINES:**

In order to achieve the above objectives the following guidelines in the submission of the reports shall be followed:

- A. Reports listed in the attached matrices (Attachments "A", "B" and "C") shall be submitted to all concerned offices thru e-mail.
- B. The office e-mail address/es indicated opposite the listed report in the matrices shall be used for the purpose. However, it is imperative that a personnel shall be assigned and be made accountable for the receipt and/or processing of the reports submitted by the regional and district offices.
- C. Once the report has been received by the office concerned, it shall acknowledge thru e-mail also, within twenty-four (24) hours from receipt.
- D. Compliance on the submission of reports thru e-mail shall form part of the Key Performance Indicators (KPIs) of the offices concerned.

**III. REPEALING CLAUSE:**

All issuances or portions thereof inconsistent herewith are hereby revoked and/or amended accordingly.

**IV. EFFECTIVITY:**

This Order takes effect immediately.

(Original Signed)

**GUILLERMO L. PARAYNO, JR.**  
Commissioner of Internal Revenue