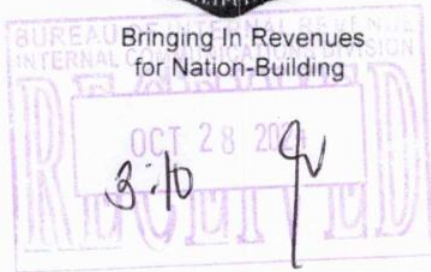




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

Quezon City



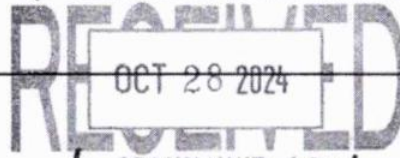
October 21, 2024

REVENUE MEMORANDUM ORDER NO. 046-2024

SUBJECT : Policies, Guidelines and Procedures in the Preparation and Submission of Progress Report for the Programs/Projects and Activities in the BIR Strategic Plan for 2024-2028

TO : All Revenue Officials and Employees

BUREAU OF INTERNAL REVENUE
RECORDS MANAGEMENT DIVISION



BY: [Signature] TIME: 2:15pm

I. OBJECTIVES

This Order is issued to:

1. Prescribe the policies, guidelines, and procedures in the preparation and submission of Progress Report relative to the implementation of the programs/projects and activities indicated in the BIR Strategic Plan for 2024-2028 pursuant to Revenue Memorandum Order (RMO) No. 35-2024.
2. Monitor the progress of the programs/projects and activities as planned and committed by responsible office/official.

II. POLICIES

The following policies shall be observed:

1. The submission of progress report for the programs/projects and activities shall be on a quarterly basis.
2. The responsible offices, as provided in the BIR Strategic Plan for 2024-2028, shall monitor the progress of the implementation of programs/projects and activities. A Quarterly Progress Report shall be prepared and submitted in accordance with the schedule prescribed under Section III of this RMO.
3. The Summary Report of Hindrances and Solutions shall serve as input in the conduct of the BIR Annual Planning Session.

III. GUIDELINES AND PROCEDURES

The following are the guidelines and procedures for the preparation and submission of the progress report:

1. The concerned Assistant Commissioners (ACIRs)/Regional Directors (RDs) shall prepare and submit the Quarterly Progress Report on programs/projects and activities in the BIR Strategic Plan for 2024-2028 (Annex A).
2. For each activity, the responsible ACIR/RD shall determine whether the activities were "DONE" or "NOT DONE". Also, they must indicate in the "REMARKS" column if such have contributed to the desired Outcome of the Program (DONE) and the factors that hinders the implementation of such activities and the proposed solutions to the hindrances (NOT DONE).
3. The Chief, Planning and Programming Division (PPD) through the ACIR, Planning and Management Service (PMS) shall prepare a Consolidated Quarterly Progress Report and Summary Report to be submitted to the Commissioner copy furnish the Deputy Commissioners (Annex B).
4. The Quarterly Progress Report and Summary Report shall be prepared and submitted in accordance with the following schedules:

Reports	Submitted by	Submitted to	Deadlines
4.1 Quarterly Progress Report (Annex A) 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter	ACIRs Regional Directors	ACIR, PMS Attention: Chief, PPD	Every 15 th day of the month following the quarter
4.2 Quarterly Summary Report (Annex B) 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter	ACIR, PMS thru Chief, PPD	Commissioner Copy Furnish: Deputy Commissioners	Every 25 th day of the month following the quarter

BUREAU OF INTERNAL REVENUE
RECORDS MANAGEMENT DIVISION

RECEIVED
OCT 28 2024

BY: [Signature] ADMIN UNIT - 1 TIME: 2:45 pm


IV. REPEALING CLAUSE

All existing revenue memorandum orders and other issuances and/or portions thereof inconsistent herewith are hereby repealed, modified, or amended accordingly.

V. EFFECTIVITY

This Order takes effect immediately upon approval. All Revenue Officials and Employees are hereby directed to refer to this revenue issuance as their guide for a more competent public service.




ROMEO D. LUMAGUI, JR.
Commissioner of Internal Revenue

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