

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

September 8, 2017

**REVENUE MEMORANDUM ORDER NO. 24-2017**

**TO :** All Internal Revenue Personnel and Others Concerned

**SUBJECT :** Guidelines and Procedures on the Use and Maintenance of the **BIR Dormitory** in the National and Regional Offices, amending RMO No. 1-2005 dated November 16, 2004

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**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.

**II. OBJECTIVES:**

1. Provide a comfortable and secured accommodation to all BIR officials and employees.
2. Establish policies, guidelines and procedures in the operation, use and maintenance thereof.
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:

<b>1<sup>st</sup> PRIORITY</b>	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.
<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>	BIR officials and employees who need short-term accommodation not longer than one (1) week 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 or phone call to the Dormitory-In-Charge (DIC) or Head of Office (TDD/AHRMD).

4. The DIC who must be an employee of the TDD / AHRMD shall be responsible for the registration/check-in and check-out of employees.
5. The employee shall inform and notify the DIC in advance regarding his/her date and time of arrival/departure.
6. **Reservation shall be on first come, first serve basis.**
7. **PAY AS YOU CHECK-IN.**
8. The dormitory rate shall be One Hundred Pesos (P100) per person/per day. It shall be subject to future change by the Commissioner, upon recommendation of the DCIR-RMG.
9. 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.
10. The **Dormitory Registration Form (DRF)** distribution (sequentially pre-numbered) shall be as follows:
 

<i>Original (white)</i>	-	<i>Employee's copy</i>
<i>Duplicate (pink)</i>	-	<i>Dormitory-in-Charge's copy</i>
<i>Triplicate (blue)</i>	-	<i>Employee's copy (for posting on the bed)</i>
11. The DIC shall acknowledge payment through the issuance of DRF and shall retain duplicate copy (pink), and shall record the same in the Employees Dormitory Logbook. However, if transaction is made after 5pm/ weekends/ holidays, the Guard-on-Duty shall take charge of the same and shall indorse to the DIC not later than 8:30am of the following working day;
12. Senior Citizens and Persons with Disability (PWD) shall be given 20% discount upon presentation of valid Senior Citizens' ID issued by Office Senior Citizens Affairs (OSCA) or PWD ID issued by the Department of Social Welfare and Development (DWSD)/National Council on Disability Affairs (NCDA) and must be indicated on the DRF.
13. Transactions made are non-transferrable and non-refundable. Hence, the employee who intends to check-out prior to the date paid shall not be refunded.
14. Whenever an employee intends to stay beyond the period initially paid for, 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 and pay anew by filling-up another DRF.
15. **CHECK-IN TIME is 8:00 a.m.** and any fraction thereof shall be considered a day.
16. **CHECK-OUT TIME is 6:00 p.m.** and any fraction shall be considered a day. In cases of long term courses such as the General Course For Revenue Officers (GCRO) which require staying eighteen (18) days or more, weekends and holidays therein shall be considered with pay when an employee is accommodated or when his/her belongings stay therein.
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. Head of Agency maybe provided an official staff house/venue due to the exigencies of his/her service which may require him/her to work beyond the official working time for the accomplishment of strategic goals and mission of the office.

#### IV. GUIDELINES AND PROCEDURES:

##### A. REGISTRATION

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

- a) Present 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. Extra linens or pillows requested by the employees are subject to additional fee;
- f) Pay to:
  - 1) Dormitory-in-Charge (DIC) and receive the original copy (white) of the Dormitory Registration Form (DRF). The DIC shall retain duplicate copy (pink) and shall record the same in the Employees Dormitory Logbook;
  - 2) Guard-on-Duty shall acknowledge payment through the issuance of DRF and shall retain duplicate copy (pink) if transaction is made after 5pm/ weekends/ holidays only, and shall record the same in the Employees Dormitory Logbook. It must be indorsed to the DIC not later than 8:30am of the following working day;
- g) Post the DRF- Triplicate copy (blue) on the bed to be occupied.

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

- a) Submit to DIC/Guard-on-Duty the DRF-Triplicate copy (blue) together with all the linens, beddings, etc. Loss of any supply or property issued shall be on the personal account of the employee.

ITEMS	AMOUNT
Flat sheet	P200.00
Fitted sheet	P200.00
Pillow case	P 50.00
Comforter	P1,000.00
Others, specify _____	P _____

- b) Secure clearance from DIC/Guard-on-Duty where the pertinent portion of the DRF **(RETURNED ITEMS RECEIVED BY)** shall be signed by DIC/Guard-on-Duty after returning all issued linens, beddings, etc.

Note: Guard-on-Duty shall:

1. Check returned linens, beddings etc. if check-out time is beyond office hours, weekends and holidays only.
  2. Indorse to DIC not later than 8:30 a.m. of the following working day.
- c) Accomplish Employees Survey Form (Annex B), which can be secured and submitted to DIC/Guard-on-Duty.

##### B. HOUSE RULES:

1. CHECK-IN TIME is 8:00 a.m., and any fraction thereof shall be considered one day;
2. For the employee who is arriving beyond 5:00 p.m./ weekends/ holidays, registration shall be handled by the Guard-on Duty;
3. CHECK-OUT TIME is 6:00 p.m. and any fraction shall be considered one (1) day;

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. Valuables 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;

**B. 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 Employees Report (Annex C);
- d. Sustain orderly, cleanliness, hygiene, sanitation and sustainability of the dormitory;
- e. Account properly all income and expense thru the use of Annual Report on Income and Expenses (Annex D);
- f. Maintain and prepare and Annual Report on Income and Expenses (Annex D) where the amount to be remitted is net of laundry, operational, maintenance expenses, etc.
- g. Remit payments to the Cashier, General Services Division by presenting the Order of Payment; and
- h. Supervise any undertaking regarding the dormitory;

**2. ACCOUNTING DIVISION/FINANCE DIVISION through its PROCESSING/BOOKKEEPING SECTION shall:**

- a. Prepare the Order of Payment upon presentation of the Annual Report on Income and Expenses (Annex D);
- b. Initiate the possibility of creating a revolving fund following existing issuances; and
- c. All income and expense shall be accounted properly in accordance with standard accounting and auditing rules and regulations;

**3. GENERAL SERVICES DIVISION thru the Cashier, Disbursement and Bonding Section/ GENERAL SERVICES SECTION under AHRMD shall:**

- a. Ensure the immediate repair and general maintenance of the dormitory; and
- b. Accept the remittance upon presentation of the Order of Payment and issue an Official Receipt. (Accountable Form No. 51).

**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.

(Original Signed)  
**CAESAR R. DULAY**  
Commissioner of Internal Revenue

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