REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
National Office Building
Quezon City

BUREAU OF INTERNAL REVENUE
RECORDS MGT. DIVISION
3:52 p.m
FEB 16 2023
ADMIN-1
RECEIVED

February 7 2023

REVENUE MEMORANDUM CIRCULAR NO. 22-2023

SUBJECT : CIRCULARIZING THE MEMORANDUM DATED FEBRUARY 3, 2023 OF THE DEPARTMENT OF FINANCE WITH THE SUBJECT REVISED TRAVEL GUIDELINES.

TO : ALL REVENUE OFFICIALS AND EMPLOYEES CONCERNED

For the information and guidance of all revenue officials and employees concerned, attached is the Memorandum dated February 3, 2023 of the Department of Finance with the Subject: Revised Travel Guidelines, stating that the foreign travel of the officials and personnel of the attached agencies and bureau of the Department of Finance shall be approved by the following:

Nature of Travel	Position	Approving Authority
Official	All Levels	Secretary of Finance
Personal	Director-level and Above	Secretary of Finance
	Position below Director-level	Head of Agency

All revenue officials and employees are hereby enjoined to be guided accordingly and give this Circular as wide publicity as possible.

ROMEO D. LUMAGUI, JR.
Commissioner of Internal Revenue
003516

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