REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

November 16, 2004

REVENUE MEMORANDUM ORDER NO. 1-2005

SUBJECT : Prescribing Guidelines and Procedures on the Use and Maintenance of the BIR Dormitory

TO : All Internal Revenue Personnel and Others Concerned

BACKGROUND:

The BIR Dormitory was designed with the objective of providing revenue personnel a place to stay while on official business. Located at the 2nd floor of the National Training Center, the two room dormitory can accommodate 48 guests. It was officially launched by Commissioner Guillermo L. Parayno, Jr. on July 14, 2004. The event was attended by top officials and employees of the bureau.

I. OBJECTIVES:

This Order is issued to:

1. Prescribe guidelines and procedures on the use of the BIR Dormitory; and
2. Establish roles and responsibilities on the maintenance of the said facility.

II. GUIDELINES AND PROCEDURES:

1. The Resource Management Group shall be responsible for the management of the Dormitory.
2. The dormitory shall be for the exclusive use of BIR personnel.

3. The following revenue personnel may be permitted to use said facility:

    - Regional Office personnel outside Metro Manila who are on official business with Revenue Special Order or authority from the Head of Office;
    - National Office personnel required to do overtime work beyond 9:00 pm; or
    - Those who have an early flight schedule on official business.

4. Reservation shall be made at least one (1) day before check – in. The guest shall notify in advance the Training Delivery Division of the date and time of his/her intended arrival and departure which will be reflected in the registration form. Reservations shall be on a first come, first serve basis.

5. The rate for the use of the dormitory shall be fifty pesos (P50.00) per person, per day.

6. Upon check – in, the guest shall:

    - Submit Revenue Special Order or authorization from Head of Office stating purpose of travel;
    - Accomplish Guest Registration Form (Annex A); and
    - Acknowledge receipt of beddings, etc.

7. The following House Rules shall be observed:

    - Check – in time is 2:00 pm; however, if guest arrives beyond 5:00 pm or during weekends/holidays registration procedures shall be handled by the security guard on duty at the National Training Center;
    - Guests shall observe silence, courtesy, decency, cleanliness and orderliness;
    - Curfew time is at 10:00 pm;
    - Check-out time is 12:00 noon. Any hour/s beyond this shall be considered additional stay and shall be subject to additional charge of one day;
    - Guests are allowed to bring in food through order/delivery. Eating shall be restricted in the dining area;
    - Lights and appliances should be switched off when not in use;
    - Drinking liquor or any intoxicating drink, smoking and gambling are not allowed;
    - Visitors shall be entertained at the ground floor lobby;
    - Valuables should not be left unattended. Management is not responsible for any lost items.

8. Upon check – out the guest shall:

   - Return all beddings, etc. Loss of any supply or property issued shall be on the personal account of the guest.
   - Secure Guest Billing Form (Annex B) from the Training Delivery Division staff after returning the beddings, etc.
   - Submit billing form to Accounting Division for Order of Payment.
   - Pay to the General Services Division.
   - Present official receipt to the National Training Center Guard on Duty before leaving the dormitory.
   - If intended check-out is on a Friday beyond 5:00 pm/weekends/holidays, the guest shall settle accounts ahead of time.

III. ROLES AND RESPONSIBILITIES:

A. TRAINING DELIVERY DIVISION shall:

1. Receive and evaluate request for reservation to use the dormitory.

2. Approve and facilitate check – in of guests.

3. Manage the general operation of the facility.

4. Submit a monthly report to the Financial and Administrative Service (Annex C) on the number of guests.

B. MEDICAL, DENTAL and WELFARE DIVISION

The Medical, Dental and Welfare Division shall monitor and provide recommendations on the general standards of hygiene and sanitation of the dormitory.

C. ACCOUNTING DIVISION

The Chief, Accounting Division or the authorized representative through its Processing/Bookkeeping Section shall prepare the Order of Payment upon presentation of the Guest Billing Form from the Training Delivery Division.

D. GENERAL SERVICES DIVISION

1. The Chief, General Services Division through its Building-Grounds-Repair and Maintenance/Electrical & Mechanical/Communication Section shall take charge of the general maintenance of the dormitory.

2. The Cashier, Disbursement and Bonding Section shall accept the payment upon presentation of the Guest Billing Form and order of payment and issues an official receipt.

E. PROCUREMENT DIVISION

The Chief, Procurement Division through its Machine, Equipment and Service Section shall take charge of the procurement of furniture, fixtures, linens and other materials for the dormitory.

IV. EFFECTIVITY

This Order shall take effect immediately.

(Original Signed)
GUILLERMO L. PARAYNO, JR.
Commissioner of Internal Revenue