REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

08 March 2004

REVENUE MEMORANDUM ORDER NO. 8-2004

SUBJECT : Tasks of Centennial Taxpayers Recognition Program (CTRP) Responsible Officials

TO : All CTRP Coordinating Group Heads, Regional Directors and Revenue District Officers

I. BACKGROUND

To attain widest taxpayer participation to the Centennial Taxpayers Recognition Program (CTRP), RSO 96-2004 dated 03 March 2004 was issued designating Coordinating Group Heads (CGH) for each identified business and civil society group whose support will be enlisted in the promotion of the program to taxpayers. For the same reason, RMC No. 13- 2004 dated 01 March 2004 tasked all Regional Directors (RD) and Revenue District Officers (RDO) the responsibility for the widest dissemination and participation for the program.

This Order provides clear guidelines on how CGHs, RDs and RDOs are to perform their respective responsibilities under the CTRP.

II. CTRP OVERALL STRATEGY

To insure success of the program, the BIR National Office (NO) will promote the CTRP at the national level even as the regions and the district offices shall promote the program at the local level. The NO shall enlist and work with the national officers of business and civil society groups while the RDs and RDOs shall work with the local chapters of said groups even as they shall directly promote the program to the taxpayers.

III. WORK DEFINITION OF CGHs, RDs and RDOs on the CTRP

The following activities are suggested guides for the conduct of work of CTRP responsible officials:

1. Agreement Between BIR and Sectoral Groups. – CGHs must seek to sign up the national office of the sectoral group assigned to them

to an agreement to work together to implement the CTRP (draft MOA attached marked Annex "A"). RDs and RDOs for their part must seek out the local chapters of sectoral groups with which the national office has already signed an agreement and draft a joint schedule for the execution of the agreement and CTRP at the local level. In addition, RDs & RDOs must endeavor to sign-up business and civil society groups present in their areas without a national organization with which BIR has already an agreement with.

2. Distribute CTRP Materials. – Distribute all relevant materials and participation form to all members of the business/civil society groups. For groups with financial resources, obtain their support in the printing of materials.

3. Symposia and Workshops. – Undertake symposium and workshops to include Participation Fairs with the objective of promoting the benefits if CTRP and getting commitment to participate in the Program.

4. News Media Release. – Provide TAS materials for news report on the success of their respective sectoral groups/districts for release at the national office and directly release news stories on CTRP to the local media.

5. Participation Calls. – Follow-up Participation by calling up the group member/taxpayers directly for copies of the duly accomplished participation forms. It is followed by a second "call for participation".

6. Submits Reports. – Submission to CIR (Attn:. Mr. Alemar M. Sani) of the CTRP Report provided for in RMC No. 13-2004.

IV. DCIRs' as Resource Persons

CHGs may seek the support of their respective group DCIRs to act as speakers and resource persons in the conduct of Symposiums and Workshops on CTRP.

V. Effectivity

This Order shall take effect immediately.

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