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

**January 19, 2010**

# REVENUE MEMORANDUM ORDER NO. 8-2010

SUBJECT : **Schedule of Staff Meetings/Conferences prescribed under RMO No. 1-2010**

TO : **All Deputy Commissioners, Assistant Commissioners, Regional Directors and Revenue Data Center Heads**

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## I. OBJECTIVE

This Order is issued to prescribe the schedule of staff meetings/conferences of the concerned offices, from the Office of the Commissioner down to the Regional Offices and Revenue Data Centers.

## II. SPECIFIC GUIDELINES

1. In lieu of the list required to be submitted to Management Division under 3.2 of RMO No. 1-2010, specific schedules on the holding of the required meetings/conferences are hereby prescribed except Staff Meetings of Revenue District Offices and Divisions both in the National and Regional Offices. Please refer to the attached Annexes A-C.

2. The prescribed schedules shall cover February until December 2010. For the month of January 2010, your respective schedules shall be followed to complete the entire year's requirement.

3. The schedules per timetable must be strictly observed to enable the Commissioner or Deputy Commissioner to attend the Regional Staff Meetings.

4. The schedules shall serve as the bases of Management Division in performing the necessary coordination work and in monitoring compliance to the requirements of RMO No. 1-2010.

5. The schedule and the minutes of the Staff Meeting of the Revenue District Offices, National Office Divisions, Regional Office Divisions need not be communicated/submitted to the Chief of the Management Division.

## III. REPEALING CLAUSE

This Order amends pertinent portions of RMO No. 1-2010 and all other issuances or portions thereof not consistent with this Order.

## IV. EFFECTIVITY

This Order shall take effect immediately.

(Original Signed)
**JOEL L. TAN-TORRES**
Commissioner of Internal Revenue

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