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

April 11, 2013

REVENUE MEMORANDUM ORDER NO. 9-2013

TO : All Deputy Commissioners (DCIRs), Assistant Commissioners (ACIRs), Regional Directors, Revenue District Officers and Others Concerned

SUBJECT : Prescribing the CY 2013 Operational Key Performance Indicators and Accomplishment Reporting for the Revenue Regions (RRs), Regional Divisions and Revenue District Offices (RDOs)

I. BACKGROUND

In order to attain the revenue goal for CY 2013, the Bureau of Internal Revenue (BIR) has identified and mandated the nationwide implementation of the Priority Programs as prescribed in Revenue Memorandum Circular (RMC) No. 11-2013. Accordingly, corresponding Operational Key Performance Indicators (KPIs) have been established and aligned with the BIR's Strategic Statements.

II. OBJECTIVES

This Order is issued to:

1. Prescribe the 2013 Operational KPIs and Performance Monitoring for the Revenue Regions (RRs), Regional Divisions and Revenue District Offices (RDOs);
2. Provide policies and procedures in the monitoring, preparation and submission of accomplishment reports on Operational KPIs; and
3. Prescribe the roles and responsibilities of offices and officials and other revenue personnel pertaining to the implementation of this Order.

III. GENERAL POLICIES

1. The Operational KPIs, and the details thereon, for the Revenue Regions, Regional Divisions and Revenue District Offices are hereby prescribed, and enumerated in Annex A of this Order.

2. Concerned BIR offices shall be responsible for monitoring and preparation of accomplishment reports for submission to MANCOM using the prescribed format.

3. An interim performance rating maybe administered depending on the exigencies of service as determined by MANCOM.

4. The set of Operational KPIs shall be revisited annually and updated, if needed.

IV. GUIDELINES AND PROCEDURES:

1. Revenue District Offices (RDOs) / Regional Divisions shall prepare and submit report on the accomplishment on performance measures/KPIs prescribed in this Order.

2. The Regional Director (RD) shall monitor compliance of respective RDOs/Regional divisions and prepare a Consolidated Regional Accomplishment Report for submission to respective Assistant Commissioners/Measure Owners.

3. Assistant Commissioners/Measure Owners shall monitor submission of Accomplishment Reports of all Regional Directors and submit consolidated report by KPI to their respective Deputy Commissioners/ MANCOM.

4. The Accomplishment Reports shall be submitted in accordance with the following schedules:

A. **Semestral Accomplishment Report**:

Report	Office/Person Responsible	Submitted To	Due Date
A.1 Regional Divisions/ RDOs Accomplish-ment on KPIs (using the format in Annex B1)	Regional Division Chiefs/ Revenue District Officer	Regional Director concerned	Not later than the 12th day of the month following the semester
A.2 Consolidated Accom-plishment of all Regional Divisions / RDOs (using the format in Annex B2)	Regional Director concerned	Assistant Commissioner monitoring the KPI	Not later than the 15th day of the month following the semester

B. Consolidated Annual Accomplishment Report:

Report	Office/Person Responsible	Submitted To	Due Date
B.1 Consolidated Annual Accomplishment Report of RRs, Regional Divisions and RDOs (using the format in Annex C)	Assistant Commissioner monitoring the KPI	Deputy Commissioner/ MANCOM cc: ACIR, Planning and Management Service	Not later than the 20th day of the month following the end of the year

5. The submitted accomplishment reports shall serve as a means of validation in the preparation of the Office Annual Performance Evaluation for the concerned Bureau offices, and will be used as basis/input for next year's office performance measures to be recommended to MANCOM.

6. A supplemental RMO defining the detailed policies, guidelines and procedures on office performance evaluation shall follow.

V. REPEALING CLAUSE

This Order supersedes Revenue Memorandum Order No. 24-2012 and all other issuances or portions thereof inconsistent herewith.

VI. EFFECTIVITY

This Order takes effect immediately.

(Original Signed)
KIM S. JACINTO-HENARES
Commissioner of Internal Revenue

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