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

January 5, 2004

REVENUE MEMORANDUM ORDER NO. 12-2004

SUBJECT : Guidelines for the Executive Development Course (EDC)

TO : All Internal Revenue Officials Concerned

I. OBJECTIVES

This Order is issued :

1. To enhance the executive's knowledge of the functions, policies, plans, programs, activities and projects of the different functional groups in the BIR ;

2. To further equip the executive with knowledge and skills in managing his office effectively and efficiently upon report for his new assignment ; and

3. To gather new ideas, innovations, and/or suggestions/recommendations from the executives to further improve the performance of each functional group in the Bureau ;

II. SPECIFIC GUIDELINES

A. Administrative

1. The Management Committee (MANCOM) shall furnish the Human Resource Development Service (HRDS) with the list of participants who shall undertake the Executive Development Course (EDC) and who shall hereinafter be referred to as the "executive" .

2. The HRDS shall prepare the Revenue Special Order (RSO) for the said executives who shall undergo the EDC in the different functional groups in the National Office.

3. Each functional group shall present to the executive a curriculum or program of assignment and learning activities that will enhance the executives' knowledge of existing policies and procedures implemented in each particular office.

4. The program of assignments or activities shall be based on the particular group's functions, activities, existing projects and priority programs at the time the executive reports to the assigned functional group. **(Please refer to Annexes 1-13 for the Curriculum of each Service/Division).**

5. Each functional group shall brief the executive on the programs/ assignments and shall inform the executive on the schedule of such activities.

6. The executive shall observe regular office hours and shall report for duty to each functional group where he/she is assigned from Monday to Friday. Format for the **Executive's Daily Time Record** where the executive shall sign in /out is provided herewith as **Annex A.**

7. The monitoring and reporting of attendance of the executive on a particular office shall be the primary responsibility of the concerned head of office.

8. The duration of the assignment shall be for a period of **one (1) month per functional group.**

9. After completion of assignment in all functional groups, the executive shall be given two (2) weeks to prepare a paper/workplan which must deal on the improvements/innovations of a particular office of his choice. Said paper/workplan shall be submitted to TMD and for evaluation of the Management Committee (MANCOM).

10. The **Executive's Task Completion Sheet (Annex B)** shall be submitted to HRDS Attention : TMD, which shall be signed by the concerned head of office after completion of the executive's assignment in each office. TMD shall be the repository of all reports relative to EDC.

11. The executive shall report to a particular functional group to be determined by MANCOM after completion of the EDC and while waiting for issuance of a Revenue Travel Assignment Order (RTAO) directing the executive to report for his new assignment.

B. PERFORMANCE EVALUATION

1. The executive shall :

   a) Choose a particular office from among the different functional groups which must deal on the improvements/innovations which the said office can easily adopt.

   b) Prepare for an **oral presentation** of the submitted paper/workplan.

2. The panel composed of the members of the Management Committee (MANCOM) shall evaluate the executive and shall be guided by **Annex C- Evaluation on Submitted Paper/Workplan and Oral Presentation.**

3. The panel shall make the necessary recommendation after the oral presentation of the executive to cause the issuance of the **Certificate of Completion (Annex D)**.

4. A Certificate of Completion shall be issued by TMD to the executive to be signed by DCIR-RMG for having satisfactorily completed the requirements of the Executive Development Course.

III. REPEALING CLAUSE

This Order supersedes RMO 39-95 dated October 20, 1995 pertinent to portions thereof, inconsistent herewith.

IV. EFECTIVITIY

This Order shall take effect immediately.

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