REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

February 3, 2010

REVENUE MEMORANDUM ORDER No. 14-2010

SUBJECT : Reportorial Requirements for the CY 2010 Public Assistance and Awareness Campaign (PAAC)

TO : All Internal Revenue Officers and Others Concerned

I. BACKGROUND

Pursuant to RMO No. 4-2010, the CY 2010 Public Assistance and Awareness Campaign (PAAC) has been implemented in order to encourage a high degree of visibility of the Bureau and its operations, and to ensure maximum coverage of the BIR's Tax Campaign.

To ensure that the PAAC is being effectively implemented, and in order to monitor the progress of the PAAC, this Order is being issued to prescribe the reporting requirements for the PAAC.

II. POLICIES AND GUIDELINES

The following policies and guidelines shall be observed in the submission of reports on the implementation of the PAAC:

1. A Monthly Report shall be prepared by all Revenue District Officers (RDOs), using the format prescribed in PAAC Form No. 001, and submitted to their respective Regional Directors, not later than the 5th day of the following month (e.g., the Report for March 2010 shall be submitted to the Regional Office on or before April 5, 2010).

2. Each Regional Director shall prepare a Consolidated Regional Monthly Report on PAAC Activities and Projects, using the format prescribed in PAAC Form No. 002, summarizing the information reflected in the Monthly Reports submitted by their respective RDOs for a particular month. The Consolidated Regional Monthly Report shall then be submitted by the Regional Office concerned, together with copies of the Monthly Reports submitted by the RDOs, to the Assistant Commissioner,

Taxpayer Assistance Service (ACIR-TAS), Attn: The Chief, Taxpayer Service Programs and Monitoring Division, not later than the 10th day of the following month.

3. The Chief, Taxpayer Service Programs and Monitoring Division shall then prepare the Consolidated National Monthly Report on PAAC Activities and Projects, using the format prescribed in PAAC Form No. 003, summarizing the information provided in the Consolidated Regional Monthly Reports submitted by the Regional Offices, for the approval and signature of the ACIR-TAS. The Consolidated National Monthly Report will subsequently be submitted by the ACIR-TAS to the Deputy Commissioner for Operations, and to the Office of the Commissioner, not later than the 15th day of the following month.

4. These Reports shall be prepared and submitted in lieu of the reports (TAS Report Nos. 001 and 003) prescribed in RMO Nos. 15-2009 and 44-2003.

III. REPEALING CLAUSE

All Orders, memoranda and other revenue issuances which are inconsistent with this Order are hereby revoked, modified or amended accordingly.

IV. EFFECTIVITY

This Order shall take effect immediately.

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

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