REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

19 June 2012

REVENUE MEMORANDUM ORDER No. 15-2012

SUBJECT: Amendment to RMO No. 87-2010 (dated 9 December 2012), on the Policies, Guidelines and Procedures in the Reporting, Recording and Monitoring of Attendance of Revenue Officials and Employees

TO: All Revenue Officials and Employees

This Order is a further amendment to Revenue Memorandum Order (RMO) No. 87-2010 (dated 9 December 2012), which was previously modified by RMO No. 21-2011 (dated 2 May 2011), relative to the policies, guidelines and procedures in the reporting, recording and monitoring of attendance of revenue officials and employees.

In this regard, Subsection 2 of Section C in RMO No. 87-2010 shall now read as follows:

"2. All revenue personnel are required to personally punch in their respective Bundy Cards (Provincial Form No. 185) or use the Biometric Time Recorder (BTR), if already available, at the prescribed time-in and time-out periods, with the exception of the following:

2.1 Commissioner of Internal Revenue (CIR)
2.2 The Deputy Commissioners of Internal Revenue (DCIRs)
2.3 The Assistant Commissioners of Internal Revenue (ACIRs) who are officially designated as Head of Service
2.4 Large Taxpayers Field Operations Division (LTFOD) Field Personnel (with the appropriate Revenue Special Order [RSO] directing them to report to their places of assignment)
- Zone-in-Charge
- Revenue Officer – On Premises (ROOP)
- Excise Tax Area (EXTA) Personnel

Bundy Cards shall be signed by the employees and their immediate supervisors at the end of the month."

This Order shall take effect immediately.

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

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