REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

May 20, 2004

REVENUE MEMORANDUM ORDER NO. 21 – 2004

Subject : COMMISSIONER'S CENTENNIAL AWARD

To : All Internal Revenue Officials and Employees

I. Background and Objectives:

Under Memorandum Order No. 4-2004 dated April 21, 2004, BIR Model Employees shall be selected and to be recognized during the Centennial Anniversary of BIR this August. The award criteria is patterned after the guidelines of the Civil Service Commission's search for outstanding public officials and employees rather than the contribution to the revenue generation performance of the Bureau.

With the objective of giving recognition to individuals and units who have generated thru enforcement actions significant revenues and significantly improve revenue generation thru enforcement action vis-à-vis self-assessed revenues, a separate Commissioner's Centennial Award is hereby prescribed.

II. Guidelines and Procedures:

1. The search is open to all revenue officers and employees as well as offices and task forces, and for the period September, 2002 to July 15, 2004.

2. There shall be two categories: INDIVIDUAL (Annex A)
   GROUP (Annex B)

3. Assistant Commissioners/Regional Directors shall submit one (1) nominee for each category together with a description of the Deeds/Accomplishments of the Nominee. Revenue generated must be with supporting documents and it must be clearly shown that the specific actions and effort put in by the nominee led to the collection of revenues.

4. The nominees of the concerned office shall be bonafide employees of the Bureau belonging to any salary grades.

5. The nominees must have generated revenues thru enforcement action, i.e., letters of authority, tax verification notices, letter notices, surveillance, stocktaking, of at least P1 Million, for the period in 1. above.

6. Nominees for the GROUP category can be a task force, a division, a unit or special team.

7. Data related to the collection generated and the nature of the enforcement actions taken shall be submitted by the nominating office and certified by the head of office.

8. The top ten (10) revenue officers in the INDIVIDUAL category and top five (5) in the GROUP category shall receive monetary award, symbol of recognition and other benefits.

III. Composition and Roles of the Committee:

Chairperson	-	ACIR Virginia L. Trinidad
Members	-	Atty. Nelson M. Aspe Atty. Marissa O. Cabreros Dr. Emmanuel E. Acuña

1. The Committee shall evaluate the recommendation, the collection data and explanation on how revenues were generated. There must be clear showing that the revenue generated resulted from the work/actions taken by the individual or group rather than by force beyond their direct supervision and control.

2. The Committee shall formulate the text of the citation in the plaques of recognition.

3. The Committee's recommendation shall be submitted for approval of the Commissioner.

IV. Effectivity:

This Revenue Memorandum Order shall take effect immediately.

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

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