REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

Quezon City

March 17, 2010

REVENUE MEMORANDUM ORDER NO. 25-2010

Subject : **Preparation and Posting of Information Materials in the BIR Website**

To : All Internal Revenue Officials, Employees and Others Concerned

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I. Background and Objective

In line with the Bureau's thrust of "Making the Public Know", a Speakers' Bureau was ordered to be created with the issuance of Revenue Memorandum Order (RMO) No. 9-2010 last February 2, 2010. The composition of the BIR Speakers' Bureau is specified under Revenue Special Order No. 165-2010.

In order to attain unity in messages delivered to all stakeholders of the BIR, there is a need to provide the members of the BIR Speakers' Bureau with standard information materials that they can use in their speaking engagements. Toward this end, this Order is being issued to prescribe the policies and guidelines in the preparation and posting of information materials in the BIR Website, for ready access and use/reference by all members of the BIR Speakers' Bureau.

II. Policies and Guidelines

1. Heads of offices and/or the revenue personnel who have prepared information materials which are presented/used in BIR conferences, seminars, trainings and all other similar events are directed to submit hard and soft copies of said materials to the Assistant Commissioner for Tax Assistance Service (TAS).

2. The Assistant Commissioner for TAS shall refer the information materials for approval for posting to the undersigned and/or to any Deputy Commissioner and Assistant Commissioner who are functionally responsible for the topic contained in the information materials.

3. Upon approval, the Assistant Commissioner for TAS shall forward the approved materials to the Chief, CCD through a memorandum indicating the following:

    a) name and designation of the BIR official who approved the material; and
    b) name of event wherein the material was presented/used.

4. The Chief of the CCD shall coordinate with the Content Management System Administrator of the Systems Maintenance and Support Division for the immediate posting of the said materials in the BIR Website.

5. All members of the BIR Speakers' Bureau and other revenue personnel are enjoined to regularly visit the BIR Website (www.bir.gov.ph) to get / access copies of the said information materials, which they can use in disseminating information about changes and developments in tax and the BIR.

III. Repealing Clause

The provisions of existing revenue issuances inconsistent herewith are hereby repealed or modified accordingly.

IV. Effectivity

This Order shall take effect immediately.

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

B-4