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

December 12, 2006

# REVENUE MEMORANDUM ORDER NO. 29 - 2006

**TO : All Revenue Officials and Employees Concerned**

**SUBJECT : Implementing Guidelines And Procedures In The Conduct of Exit Survey For Revenue Officials And Employees Who Are To Be Separated From Service**

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## I. OBJECTIVES

This Order is being issued to:

1. Establish a feedback mechanism from internal stakeholders;
2. Enhance the existing database of separated BIR officials and employees;
3. Provide inputs that will help in the development of a more efficient; and effective management system in the revenue service.

## II. SCOPE

This Order shall cover all revenue officials and employees who are leaving the revenue service through retirement/resignation/transfer to other government office.

## III. POLICIES

1. The accomplishment of the exit questionnaire/survey (form Annex “A” hereof) shall form part of the requirements in the issuance of National Office Clearance for revenue officials and employees who will be separated from service by reason of retirement/resignation/transfer to other government office.

2. The results of the survey will serve as guide/basis in the improvement of the services of the Bureau in all aspects of revenue operations.

## IV. IMPLEMENTING GUIDELINES AND PROCEDURES

1. The Personnel Division/Human Resource Management Unit shall provide concerned employees with the exit questionnaire/survey form to be accomplished upon submission of their application for retirement / letter of resignation / request for transfer to other government office.

2. The concerned employees shall submit the accomplished exit questionnaire/survey form together with the other requirements for processing of their separation benefits to the Personnel Division/Human Resource Management Unit.

3. The Personnel Division/Human Resource Management Unit shall consolidate and tally the results of the survey using the prescribed tally sheet format (Annex "B")

4. The Human Resource Management Unit in their respective regions shall submit to the Personnel Division the tally sheets monthly on or before the 15th day of the ensuing month.

5. The Personnel Division shall collate and consolidate tally sheets from all offices which shall be submitted to the Statistics Division within fifteen (15) days upon receipt.

6. The Statistics Division shall encode, evaluate and analyze all tally sheets and prepare a report to be submitted to the Assistant Commissioner, Human Resource Development Service within fifteen (15) working days from receipt.

7. The Assistant Commissioner, Human Resource Development Service shall forward the evaluation report to the Office of the Deputy Commissioner – Resource Management Group within fifteen (15) days from receipt.

8. Final report shall be forwarded to the Commissioner of Internal Revenue thru the Management Committee for study and consideration of the results.

## V. EFFECTIVITY

This Order shall take effect immediately.

(Original Signed)
**JOSE MARIO C. BUÑAG**
Commissioner of Internal Revenue

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