REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

20 August 2014

REVENUE MEMORANDUM ORDER No. 32-2014

SUBJECT : Submission of the Minutes of Staff Meetings of the Regional Offices

TO : All Regional Directors and Employees Concerned

I. OBJECTIVE

This Order is hereby issued:

1. To expedite compliance with the submission requirements for the Minutes of the Monthly Staff Meetings at the Regional Office; and,

2. To facilitate the monitoring of such compliance.

II. GUIDELINES AND PROCEDURES

The submission requirements for said Minutes shall be as follows:

1. The duly-approved Minutes of the Monthly Regional Staff Meeting shall be submitted to the Management Division not later than ***the fifth (5th) working day of the month after the Staff Meeting was held***.

2. The Minutes shall be submitted through e-mail, using the Regional Director's official e-mail address, to the Management Division's e-mail address at **management@bir.gov.ph**. ***Once the e-mailed report has been received by the Management Division, it shall be acknowledged on the date it was received.***

3. Submission of the signed hard copies of the Minutes shall no longer be necessary, and ***will not be received by the Management Division.***

4. At the end of each Semester, a report on compliance with the requirements for the submission of the Minutes of Staff Meetings by the Regional Offices shall be submitted by the Management Division to the Assistant Commissioner, Planning and Management Service.

III. REPEALING CLAUSE

This Order supersedes all revenue issuances and/or portions thereof that are inconsistent herewith

IV. EFFECTIVITY

This Order shall take effect immediately.

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

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