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

June 18, 2010

REVENUE MEMORANDUM ORDER NO. 57-2010

SUBJECT : Posting of Information Materials in the Bulletin Boards

TO : All Revenue Officials, Employees and Others Concerned

I. OBJECTIVE

The use of bulletin boards in informing the BIR's internal and external stakeholders about current events and recent developments in the Bureau and tax administration should be given importance.

Toward this end, and in line with the "Making the Public Know" campaign of the BIR, this Order is being issued to prescribe the policies and guidelines to be observed in the posting of information materials in bulletin boards, particularly those located near the Entrance and at the elevator area in the Ground Floor of the BIR National Office Building.

II. POLICIES AND GUIDELINES

1. Bulletin boards in the BIR shall be used as a venue/facility where important information concerning the Bureau and other government agencies (i.e. Department of Finance, Office of the Ombudsman, etc.) are posted conspicuously, for easy viewing/reading by all revenue personnel and visitors in the BIR National Office. As such, only official matters shall be posted in the BIR bulletin boards.

2. Only the following information materials/documents shall be posted in BIR bulletin boards:

For the Bulletin Board Near the Building Entrance

Information Material	Office In-Charge of Material
Notice of Major Events – includes conferences, meetings with many/external attendees and trainings (should specify the name of event and its venue and date and time of conduct)	Lead BIR office organizing/coordinating the event
Important Announcements* for internal and external stakeholders – such as Bid Notices, etc.	Concerned BIR office
Media Releases	Taxpayer Information and Education

Information Material	Office In-Charge of Material
	Division
Posters (on BIR and other government agencies' initiatives that have impact on revenuers)	Taxpayer Assistance Service and other concerned BIR office
Flyers (on BIR initiatives)	Taxpayer Assistance Service and other concerned BIR office

*Should be coursed through/cleared by ACIR, Policy and Planning Service

For the Bulletin Board in the Elevator Area

Information Material	Office In-Charge of Material
BIR Weekender Briefs	Corporate Communications Division
BIR Monitor	Corporate Communications Division
Index of New Revenue Issuances	Corporate Communications Division
Training Issuances	Training Management Division
Health Bulletins	Medical, Dental and Welfare Division
Important Announcements* for BIR employees (i.e. BIRSALA/BIR Cooperative assemblies, elections, etc.)	Concerned office

*Should be coursed through/cleared by ACIR, Policy and Planning Service

No personal ads and other non-official announcements/materials shall be posted in the bulletin boards.

3. The preparation of updated information materials, for posting in the bulletin boards, shall be the responsibility of the Office in-charge of the material, as specified above. The head of said offices shall:
   a) Ensure that all materials for posting in the bulletin boards have been duly approved by their respective superiors to ensure accuracy of information contained therein;
   b) Transmit to the General Services Division (GSD) the approved information materials (except "Important Announcements"), with corresponding Reference Slip indicating request for its posting in the designated bulletin board; and
   c) Transmit "Important Announcements" to the ACIR, Policy and Planning Service (PPS), for clearance and approval for posting in the designated bulletin board.

4. All approved "Important Announcements" shall be forwarded to the GSD by the ACIR PPS, with corresponding Reference Slip indicating that said announcement is approved for posting in the bulletin board. Disapproved announcements shall be returned by the ACIR PPS to the requesting office, with notation on why it was disapproved for posting in the bulletin board.

5. The General Services Division (GSD) shall be responsible for:

   a) Preparing and putting labels (for Events, Announcements, Media Releases, Newsletters, New Revenue Issuances, Training Issuances and Health Bulletins) in the bulletin boards, based on the layout to be provided by the Corporate Communications Division;
   b) Posting the identified information materials in the BIR bulletin boards within the day of receipt from the requesting office; and
   c) Maintaining the bulletin boards (i.e. removing old, expired and non-official materials, securing the bulletin boards thru lock, etc.).

6. Only authorized GSD personnel shall be allowed to post/remove information materials in the bulletin boards.

7. All information materials posted/removed by the GSD from the bulletin boards shall be forwarded to the Corporate Communications Division, for compilation.

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

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