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

PARA SA BAYAN. MAGING TAPAT TAYO.
SERBISYONG TAPAT,
BUWIS NA SAPAT.

December 9, 2019

REVENUE MEMORANDUM ORDER NO. 8-2020

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

SUBJECT : **Amendment to Revenue Memorandum Order No. 29-2006 on the Implementing Guidelines and Procedures in the Conduct of Exit Survey for Revenue Officials and Employees who are to be Separated from the Service and the Inclusion of Exit Interview**

BACKGROUND:

Observation shows that a number of employees are separated not reaching the compulsory age of retirement. This RMO aims to establish feedback mechanism and input that will help develop a more efficient means to possibly reduce issues and concerns they encounter in the organization or minimize early separation from service.

Bureau of Internal Revenue is going massive recruitment but due to early separation of employees, increasing the number of manpower is challenged.

I. OBJECTIVE

This order aims to:

1. Amend portions of the RMO No. 29-2006 to include the part where the employees who will be separated from service will be subjected to an exit interview by the designated Head of Office.

2. Understand and address the needs of the employees of the Bureau.

II. AMENDMENT

Portions of RMO No. 29-2006 are hereby amended to read as follows:

" III. POLICIES

1. The accomplished exit questionnaire/survey FORM (Parts I and II of Annex "A") and interview conducted (Part III Annex "A") shall be a

requirement before the issuance of National Office Clearance (NOC) for revenue officials and employees who will be separated from service by reason of retirement/resignation/transfer to other government office. It should be written in the NOC "EXIT QUESTIONAIRE/SURVEY FORM is accomplished and submitted". It shall be a requirement before routing the NOC.

2. The results of the survey and interview 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 (PD)/ Administrative and Human Resource Management Division (AHRMD) shall provide the exit questionnaire/survey form to be accomplished by the concerned employees upon submission of their Letter of Intent to Head of Agency for their application for retirement/ resignation/ transfer to other government office.

2. The concerned employees shall submit the accomplished exit questionnaire/survey form to the PD/ AHRMD. This document shall be a requirement before routing of NOC. This shall also be a required document before the separation/ claim benefit will be processed.

3. An interview and accomplishment of Part III of the exit questionnaire/survey form, to be conducted by:

National Office Employee	Chief of Staff Office of the Commissioner of Internal Revenue/ Office of the Deputy Commissioner of Internal Revenue
	Head Revenue Executive Assistant
Regional Office Employee	Assistant Regional Director

Their signature is a requirement for completion of the Form.

4. Employees shall submit the duly accomplished Form to PD/ AHRMD, which shall be the starting point of the NOC by indicating thereof the "EXIT QUESTIONNAIRE AND INTERVIEW UNDERTAKEN". NOC shall be routed thereon. The said Form shall be kept by PD/ AHRMD for tabulation and further analysis.

5. The PD/ AHRMD shall consolidate and tally the results of the survey using the prescribed tally sheet format (Annex "B") and summarize the answers of the interviews (Annex "C").

6. The AHRMD shall submit to the Personnel Division the tally sheets and summarized interviews on or before the 15th day of the month following the end of quarter in hard and soft copy (excel format) emailed to the Chief, Compensation and Benefits Section (CBS) of PD.

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

8. The Research and Statistics Division shall evaluate, analyze and prepare a statistical and evaluation report to be submitted to the Assistant Commissioner, Human Resource Development Service within fifteen (15) days upon receipt.

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

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

III. REPEALING CLAUSE

All revenue issuances and/or portions thereof that are inconsistent herewith are hereby repealed, amended or modified accordingly.

IV. EFFECTIVITY

This order shall take effect immediately.

(Original Signed)
CAESAR R. DULAY
Commissioner of Internal Revenue

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