

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

December 29, 2009

REVENUE MEMORANDUM ORDER NO. 44-2009

SUBJECT : “On Time-BIR Time”
TO : All internal revenue officers and others concerned

1. OBJECTIVE

This Order is issued to institutionalize the **“On Time : BIR Time”** (“OT: BT”) initiative. This initiative is intended to:

- instill the habit of punctuality and time management among all BIR officers and employees;
- fast track the completion of assignments and activities;
- remind all BIR personnel to respect the time of others; and
- award BIR employees who are able to implement best practices on time management.

2. TIME MANAGEMENT PRACTICES

All BIR employees are enjoined to do the following:

- Schedule meetings and activities in advance;
- Start meetings and activities on time;
- Finish meetings and activities on time;
- Assign work with prescribed deadlines;
- Complete work within the prescribed deadlines;
- Notify the person who assigned a work deadline if delay is anticipated;
- Adjust when unexpected events arise;
- Manage time in order to avoid “RUSH” jobs; and
- Expedite action on taxpayer cases.

3. INITIAL ACTIVITIES

The initial activities for the OT : BT initiative are the following:

- Distribute OT:BT clocks to all offices, N.O.B, including common areas, Regional Director Offices and Revenue District Offices;

- Include “On Time” as a Key Performance Indicator in the Performance Evaluation System of BIR officials for 2010;
- Provide “On Time” tips via email, publish in the BIR Monitor and post in the BIR website, office bulletin boards and other means by the Corporate Communications Division (CCD);
- Share best practices on time management during the Staff meetings; and
- Give awards and prizes to BIR employees who are able to submit best practices in time management to the CCD which are subsequently implemented for Bureau wide application.

The CCD shall organize more activities and events throughout the year to promote the OT:BT initiative.

4. **CREATION OF OT:BT TEAMS**

All BIR offices are required to form OT:BT teams that will be responsible for the implementation of the OT:BT initiative in the respective offices and in recommending best practices to the CCD. The Heads of all BIR offices shall submit the name of the head of the OT:BT teams to the CCD **not later than January 15, 2010.**

5. **EFFECTIVITY**

This Order shall take effect immediately.

(Original Signed)

JOEL L. TAN-TORRES

Commissioner of Internal Revenue

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