

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

September 26, 2003

REVENUE MEMORANDUM ORDER No. 44-2003

SUBJECT : Submission Thru E-Mail of Priority Reports Required by the
Offices Under Operations Group From Regional and District
Offices.

TO : All Regional Directors, Revenue District Officers and Others
Concerned

I. OBJECTIVES:

This Order is issued to:

- A. Ensure prompt submission of priority reports required by Operations Group from Regional and District Offices.
- B. Maximize the use of the e-mail facilities provided to all offices.

II. GUIDELINES:

In order to achieve the above objectives the following guidelines in the submission of the reports shall be followed:

- A. Reports listed in the attached matrices (Attachments “A”, “B” and “C”) shall be submitted to all concerned offices thru e-mail.
- B. The office e-mail address/es indicated opposite the listed report in the matrices shall be used for the purpose. However, it is imperative that a personnel shall be assigned and be made accountable for the receipt and/or processing of the reports submitted by the regional and district offices.
- C. Once the report has been received by the office concerned, it shall acknowledge thru e-mail also, within twenty-four (24) hours from receipt.
- D. Compliance on the submission of reports thru e-mail shall form part of the Key Performance Indicators (KPIs) of the offices concerned.

III. REPEALING CLAUSE:

All issuances or portions thereof inconsistent herewith are hereby revoked and/or amended accordingly.

IV. EFFECTIVITY:

This Order takes effect immediately.

(Original Signed)

GUILLERMO L. PARAYNO, JR.
Commissioner of Internal Revenue