

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

March 25, 2011

**REVENUE MEMORANDUM ORDER NO. 16-2011**

SUBJECT : Prescribing the Reports Required by Policy and Planning Service

TO : All Revenue Officials and Employees

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**I. OBJECTIVES**

This Order is being issued to:

1. Prescribe the submission of all the reports included in the attached Inventory of Reports Required (Annex A) by Policy and Planning Service in line with the requirement to review and/or revise the reports being required by the services of the National Office.
2. Declare as obsolete, all reports not included in Annex A.
3. Eliminate unnecessary information to allow our field offices to focus on more urgent and important tasks.
4. Enhance efficiency of reports by eliminating duplication and / or encouraging sharing of information.

**II. POLICIES AND GUIDELINES**

In order to achieve the above objectives, the following policies and guidelines shall be observed by all concerned:

1. All reports for submission to Policy and Planning Service shall be confined only to the reports listed on the attached Inventory of Reports marked as “Annex A”.
2. The format of the report as prescribed in the pertinent issuance including all other information in Annex A should be strictly followed.
3. All reports not listed/found in Annex A are hereby declared obsolete, thus their submission should be discontinued.
4. Upon approval of this order, should a new report be prescribed thru the usual issuance of a Revenue Memorandum Order (RMO), it shall be understood that the existing/latest Inventory of Reports Required will be correspondingly updated and made as attachment to the RMO.

5. Conversely, in the event that the submission of an existing report shall no longer be required, it shall be clear that an official communication will be prepared to support said discontinuance together with the updated Inventory of Reports Required.

### **III. REPEALING CLAUSE**

All issuances and/or portions thereof not consistent with the provisions of this Order are hereby repealed or amended accordingly.

### **IV. EFFECTIVITY**

This Order shall take effect immediately.

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