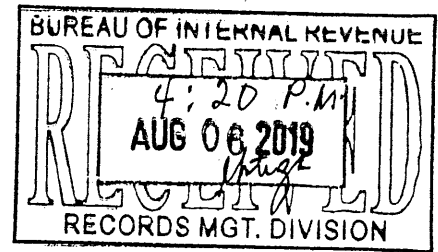




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City



July 1, 2019

REVENUE MEMORANDUM ORDER No. 42-2019

TO : ALL ASSISTANT COMMISSIONERS AND DIVISION CHIEFS
CONCERNED

SUBJECT : Prescribing Policies, Guidelines and Procedures in the
Accomplishment Reporting on BIR Priority Programs and
Other Major Programs and Projects

A. OBJECTIVE

This Order is issued to prescribe the guidelines and procedures in the preparation and submission of the Quarterly Accomplishments of the Bureau's Priority Programs and Other Major Programs and Projects.

B. POLICIES

1. The Bureau's Annual Priority Programs published through a Revenue Memorandum Circular, and other Major Programs and Projects that significantly contributed to the collection performance of the Bureau shall be the basis for the preparation of the Quarterly Accomplishment Report.
2. The Quarterly Summary Report of Accomplishments shall be the reference document in the submission of data and information requested by various external stakeholders, i.e. Office of the President, Department of Finance, Senate, House of Representatives, Credit Rating Agencies, etc.

C. GUIDELINES AND PROCEDURES

1. The Assistant Commissioners (ACIRs), thru its Divisions, shall prepare the Quarterly Accomplishment Report of the BIR's Priority Programs and Other Major Programs and Projects using the prescribed format (Annex A).
2. The Quarterly Accomplishment Reports shall be submitted to their respective Deputy Commissioners for validation.

3. The validated Quarterly Accomplishment Reports and the Quarterly Summary Report of Accomplishments prepared by the ACIR, PMS thru the Chief, PPD shall be submitted in accordance with the following schedule:

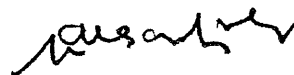
REPORTS	SUBMITTED BY	SUBMITTED TO	DEADLINES
3.1 Validated Quarterly Accomplishment Report (Annex A) 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter	ACIRs	ACIR, PMS Attention: Chief, PPD	April 20 July 20 October 20 January 20
3.2 Quarterly Summary Report 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter	Chief, PPD thru ACIR, PMS	Commissioner	April 30 July 30 October 30 January 30

D. REPEALING CLAUSE

All existing revenue memorandum circulars, orders, and other issuances inconsistent herewith are hereby repealed, modified or amended accordingly.

E. EFFECTIVITY

This Order shall take effect immediately.



CAESAR R. DULAY
Commissioner of Internal Revenue

027537

B-1

