



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE



REVENUE MEMORANDUM ORDER No. 26-2019

SUBJECT : Policies, Guidelines and Procedures in the Preparation and Submission of Progress Report for the Programs and Activities in the BIR Strategic Plan 2019-2023.

TO : All Revenue Officials and Employees

I. OBJECTIVES

This Order is issued to:

1. Provide the policies, guidelines, and procedures in the preparation and submission of Quarterly Progress Report (Ano na Ano na) relative to the implementation of programs and activities indicated in the BIR Strategic Plan 2019-2023 pursuant to Revenue Memorandum Order No. 21-2019.
2. Monitor the programs/activities as planned and committed by responsible office/official.

II. POLICIES

The following are the policies:

1. The monitoring of the progress of the programs and activities shall be based on whether the activities per program are being done or not.
2. The responsible offices as provided in the BIR Strategic Plan 2019-2023 shall monitor the progress of the implementation of programs and activities. They shall submit a Quarterly Progress Report and Evaluation Report in accordance with the schedule prescribed herein.
3. A Summary Report shall be prepared and submitted to the Commissioner and Deputy Commissioners by the Planning and Management Service (PMS), through the Planning and Programming Division (PPD).

4. The Summary of Report of Hindrances and Solutions shall serve as input in the conduct of the BIR Annual Planning Session.

III. GUIDELINES AND PROCEDURES

Hereunder are the guidelines and procedures:

1. The concerned Assistant Commissioners (ACIRs)/ Regional Directors (RDs) shall prepare and submit the Quarterly Progress Report on programs and activities in the BIR Strategic Plan 2019-2023 for which they are responsible.
2. For each activity, the responsible ACIR/RD shall determine whether the activities were "DONE" or "NOT DONE". Also, they must indicate in the "REMARKS" column if such have contributed to the desired Outcome of the Program.
3. At the end of the 3rd quarter, an Evaluation Report shall be prepared by the ACIRs/RDs. This shall be an assessment of all the activities "NOT DONE" from the 1st quarter to 3rd quarter.
4. The Evaluation Report shall include the factors that hinders the implementation of such activities and the corresponding proposed solutions to the hindrances.
5. The Chief, Planning and Programming Division shall process all the submitted Reports to come up with a Summary Report to be submitted through the ACIR, PMS to the Commissioner and Deputy Commissioners.
6. The Progress Report, Evaluation Report, and Summary Report shall be prepared and submitted in accordance with the following schedules:

Reports	Submitted by	Submitted to	Deadlines
6.1 Quarterly Progress Report (Annex A) 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter	ACIRs Regional Directors	ACIR, PMS Attention: Chief, PPD	 April 10 July 10 October 10 January 10
6.2 Evaluation Report (January to September) (Annex B)	ACIRs Regional Directors	ACIR, PMS Attention: Chief, PPD	October 15



Reports	Submitted by	Submitted to	Deadlines
6.3 Summary Report on: a.) Submitted Quarterly Progress Reports 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter b.) Submitted Evaluation Reports (January to September)	Chief, PPD thru ACIR, PMS	Commissioner Deputy Commissioners	 April 15 July 15 October 15 January 15 October 25

IV. REPEALING CLAUSE

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

V. EFFECTIVITY

This Order takes effect immediately. All Revenue Officials and Employees are hereby directed to refer to this revenue issuance as their guide for a more competent public service.


CAESAR R. DULAY

Commissioner of Internal Revenue

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