

REVENUE MEMORANDUM ORDER NO. 58-2000 issued December 27, 2000 prescribes the policies and procedures for the grant of permission to travel abroad to BIR personnel.

Applications for travel abroad will be prepared and filed in accordance with the provisions of Department of Finance-Memorandum Circular Nos. 9-80, 7-84 and 5-85. All request for travel abroad of BIR officials or employees below the rank of Deputy Commissioner, whether for official or personal reasons, must be filed with the Personnel Division of the BIR-NOB at least 15 days prior to the actual departure/travel of the applicant.

The Commissioner has the exclusive authority to approve/disapprove requests for permission to travel abroad, which authority may be delegated at the discretion of the Commissioner. Recommendations for the approval of any request for permission/authority to travel abroad will be jointly made by the Deputy Commissioner for Resource Management Group (DCIR-RMG) and by the Deputy Commissioner having administrative jurisdiction over the requesting personnel.