

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

3 March 2010

REVENUE MEMORANDUM ORDER No. 18-2010

SUBJECT: Guidelines in the Conduct of the “Kapihan with the Commissioner” Under the “People Wellness Program” for CY 2010

TO: All Internal Revenue Officials and Others Concerned

I. OBJECTIVES

In January of 2010, the Bureau of Internal Revenue commenced the implementation of the “People Wellness Program” (PWP), an endeavor that is intended to address the non-work-related needs and concerns of revenueurs from all Bureau offices. To this end, the PWP’s range of activities, all geared towards promoting health and fitness, artistic and creative interests, and an overall harmonious working atmosphere throughout the Bureau, were disseminated through Revenue Memorandum Circular (RMC) No. 5-2010 (dated January 18, 2010).

This Order is being issued to prescribe the guidelines for the conduct of the “Kapihan with the Commissioner” (“Kapihan”), one of the PWP’s key activities, in order to ensure its effectiveness as an avenue for dialogue between the Commissioner of Internal Revenue and revenueurs from all BIR Function Groups.

II. POLICIES AND GUIDELINES

1. The Kapihan is an informal gathering where discussions can be carried out to address the needs and concerns of revenue personnel, in order to foster good working relationships and promote employee satisfaction.
2. The Kapihan shall be held once every other month, after the Monday Flag- Raising Ceremony.
 - 2.1 The venue of the Kapihan shall be the Office of the Commissioner.
 - 2.2 Each Kapihan session shall commence promptly at 8:30 AM, and shall last for not more than thirty (30) minutes.
 - 2.3 The first Kapihan session shall be held on Tuesday, 9 March 2010.

3. Each functional Group shall be given the opportunity to join the Kapihan.
- 3.1 Attendees to the Kapihan shall be limited to fifteen (15) to twenty (20) persons only. Each Functional Group shall therefore select the officials and personnel from its subordinate Services and Divisions who shall attend a particular Kapihan session.
4. With reference to RMC No. 5-2010, the following schedule shall be observed for the Kapihan sessions for CY 2010.

DATE	FUNCTION GROUP
9 March 2010	Office of the Commissioner • Tax Reforms and Administration Group • Special Concerns Group • Policy and Planning Service
5 April 2010	Operations Group
7 June 2010	Resource Management Group
9 August 2010	Legal and Inspection Group
4 October 2010	Information Systems Group
6 December 2010	Large Taxpayer Service

- 4.1 The aforementioned Kapihan dates, however, may be changed or moved, contingent upon the availability of the Commissioner.

III. EFFECTIVITY

This Order shall take effect immediately.

(Original Signed)
JOEL L. TAN-TORRES
Commissioner of Internal Revenue