

REVENUE MEMORANDUM ORDER NO. 3-2001 issued February 1, 2001 prescribes the policies and procedures relative to the BIR Work Planning and Accomplishment Reporting Process for CY 2001. All BIR offices will prepare their respective Work Plan of Activities for the year 2001 based on the priority activities and the corresponding performance indicators and targets prescribed per applicable Program specified in the Order. To monitor the performance of BIR offices, all Revenue District Officers (RDOs) and Division Chiefs will prepare and submit a monthly Accomplishment Report per Program applicable to their office to their respective superior. The Assistant Commissioners, Regional Directors and Revenue Data Center Heads will review and consolidate the Accomplishment Report submitted by their respective RDOs/Division Chiefs and will give corresponding feedback thereon. The Deputy Commissioners will review the Accomplishment Report of their respective Assistant Commissioners and will present the same during the Management Committee Meeting.