REVENUE MEMORANDUM ORDER NO. 61-2010 issued on June 29, 2010 prescribes the policies and guidelines relative to the BIR 2010 Regional Divisions’ Key Performance Indicators (KPIs), Accomplishment Reporting and Office Performance Evaluation, which shall cover the period July 2010 to December 2010.

Each KPI shall have an overall total score of 100%. The National Office shall prescribe the KPIs with a total weight of 60%. Programs and tasks that fall under the category “Other Priority Projects/ Activities” in the 2010 Strategy Map which have a 40% weight shall be rated by the Regional Directors concerned.

Each Regional Division shall determine at least four (4) projects/activities that shall constitute its “Other Priority Projects/Activities” in the 2010 Strategy Map, subject to the approval of the Regional Director. These projects/activities shall then be incorporated with the KPIs provided in Annex A of the Order.

The Performance Contract of each Regional Division, which shall provide details of the Division’s Priority Programs/Projects, KPIs, Program/Project Weights, KPI Weight and Targets, shall be signed by the Regional Division Chief, and noted by the Regional Director concerned. The Contract shall then be submitted to the Assistant Commissioner (ACIR), Policy and Planning Service not later than June 30, 2010.

In the event of any request for clarification or definition/explanation of the KPIs prescribed by the National Office, the ACIR concerned who is the Measure Owner of the KPI in question, shall issue a Memorandum to address such clarification/explanation, subject to the approval of the Commissioner.

The ACIRs and Regional Directors shall perform periodic verification and documentation of the progress of the Regional Divisions’ Performance Contracts. Any issues/outstanding accomplishments shall be elevated by the Regional Director to the ACIR concerned.

An Annual Regional Divisions Performance Evaluation shall be conducted to determine the rating of a Regional Division, taking into account its targets vis-a-vis actual performance. The Overall Rating of a Regional Division shall be the sum of all points earned per Priority Project/KPI.

Accomplishment Reports shall be prepared and submitted in accordance with the schedule by the concerned official as specified in the Order.

The Planning Division shall be furnished copies of the following reports prepared and submitted in accordance with Section III (1) of the Order:

- Consolidated Quarterly Accomplishment Report of all Regional Divisions, by Functions (to be prepared by Assistant Commissioner)
- Progress Report of the Regional Divisions (to be prepared by Assistant Commissioner)

Such reports shall be used to validate the Annual Office Performance Evaluation of the Regional Divisions relative to: (i) KPIs prescribed by the National Office (60%); and (ii) KPIs for “Other Priority Projects/ Activities” in the CY 2010 Strategy Map prescribed by the Regional Director (40%). The reports shall be used as bases/ inputs in the formulation of the CY 2011 Strategy Map and Priority Programs that shall be presented to MANCOM for review and approval.