REVENUE MEMORANDUM ORDER NO. 87-2010 issued on December 21, 2010 amends pertinent provisions of Revenue Memorandum Order No. 28-2008 relative to the reporting, recording and monitoring of attendance of revenue officials and employees.

All revenue personnel with the exception of the Commissioner (CIR), Deputy Commissioners (DCIRs), Assistant Commissioners (ACIRs), Head Revenue Executive Assistants (HREAs), Regional Directors, Assistant Regional Directors, Revenue District Officers are required to personally punch in their respective Bundy Cards (Provincial Form No. 185) at the prescribed time-in and time-out periods. The Bundy Cards shall be signed by the employee and their immediate supervisor at the end of each month. The CIR, DCIRs, ACIRs, HREAs, Regional Directors, Assistant Regional Directors, Revenue District Officers shall accomplish the Daily Time Record (DTR), CSC Form No. 48, for reporting and monitoring purposes. The signatories for the DTRs are specified in the Order.