



08 January 2020

MEMORANDUM CIRCULAR NO. 01
Series of 2020

T O: All Job Order, Contract of Service and Part-time Workers

R E: BIR Payment of Registration Fee for CY 2020

In view of the issuance of Revenue Memorandum Circular No. 51-2018 dated June 8, 2018, you are advised to pay Annual Registration Fee (ARF) for the year 2020 in the amount of Five Hundred Pesos (P500.00) at BIR, Ormoc City or any accredited bank not later than January 31, 2020.

The said Revenue Memorandum Circular set registration and compliance requirements of individuals under Job Order or Service Contract Agreement. All affected personnel are required to accomplish BIR Form 0605 (payment form) and directed to comply with the above requirement to avoid future penalties/surcharges to be imposed by BIR. A copy of the payment form duly acknowledged by the BIR should be submitted to the Accounting Office to facilitate processing of your contract.

For your strict compliance.


for **REMBERTO A. PATINDOL** 1/9/2020
Vice President for Administration & Finance