

Republic of the Philippines
BUREAU OF INTERNAL REVENUE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the BUREAU OF INTERNAL REVENUE in the CSC website:

SILVERIO C. SANTE

HRMO

Date: December 10, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant I	BIRB-A1-37-2014	12	30,705.00	BS COMMERCE /BSBA ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA1080 (CPA)	N/A	RR03 FINANCE DIVISION
2	Special Investigator II	BIRB-SPI2-14- 2000	15	38,413.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP/2ND LEVEL ELIGIBILITY	N/A	RR03 Regional Investigation Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than December 20, 2024.

1. 3 sets of **PERSONAL DATA SHEET (2017 Revised Edition)** with CSC-required passport size picture and thumbmark
2. 3 copies of accomplished Statement of Relatives form (can be downloaded at the [website www.bir.gov.ph](http://www.bir.gov.ph) - vacant positions)
3. 1 Certified True Copy and 2 photocopies of **Diploma**
4. 1 Certified True Copy and 2 photocopies of **Transcript of Records**
5. 3 photocopies of CSP / CSSP / CAT-I rating / Verified Eligibility - <https://csevs.csc.gov.ph/user/eligibility> (if Civil Service eligible)
6. For RA 1080 Eligible (CPAs and/or other board passers only):
 - 3 photocopies of RA1080 rating / Verified Eligibility - <https://online.prc.gov.ph/verification>
 - 3 photocopies of **valid PRC ID**
7. For BAR Passers only:
 - 3 photocopies of BAR rating / Verified Eligibility - <https://sc.judiciary.gov.ph/lawyers-list-2/>
 - 3 photocopies of **valid IBP / BAR ID**
8. For Re-employment:
 - 1 Original copy of **valid Ombudsman Clearance**
 - 3 photocopies of **District/Regional/National Office Clearance** (whichever is applicable)
9. 3 copies of accomplished **Reference Release Waiver form**

(can be downloaded at the website: www.bir.gov.ph – Vacant Positions)

10. Performance Rating **in the last rating period** (if applicable).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

EILEEN C. ARAO

OIC-Chief, Administrative and Human Resource
Management Division

BIR REVENUE REGION 3 TUGUEGARAO CITY - No. 11
Pagayaya Street, Regional Government Center Carig
Sur, Tuguegarao City

eileen.arao@bir.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.