

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: February 5, 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	REVENUE OFFICER IV (ASSESSMENT)	BIRB-REVO4-133-2000	19	51357	BS COMMERCE /BSBA ACCOUNTING OR BACHELOR OF LAWS WITH 18 UNITS IN ACCOUNTING	8 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	RA1080 (CPA/BAR)	N / A	RR2 ASSESSMENT DIVISION
2	REVENUE OFFICER IV (ASSESSMENT)	BIRB-REVO4-143-2014	19	51357	BS COMMERCE /BSBA ACCOUNTING OR BACHELOR OF LAWS WITH 18 UNITS IN ACCOUNTING	8 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	RA1080 (CPA/BAR)	N / A	RDO8, BAGUIO CITY
3	REVENUE OFFICER IV (ASSESSMENT)	BIRB-REVO4-432-2014	19	51357	BS COMMERCE /BSBA ACCOUNTING OR BACHELOR OF LAWS WITH 18 UNITS IN ACCOUNTING	8 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	RA1080 (CPA/BAR)	N / A	RDO12, LAGAWE, IFUGAO

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 February 15, 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 - 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. 2 Authenticated Copies and 1 photocopy of Certificate of **Civil Service Eligibility** (if Civil Service eligible)
6. For RA 1080 Eligible (CPAs and/or other board passers only):
  - 2 Authenticated copies and 1 photocopy of **Board Rating**
  - 3 photocopies of **valid PRC ID**
7. For BAR Passers only:
  - 3 photocopies of Certificate of **BAR Membership**
  - 3 photocopies of **BAR Rating**
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)

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

**ANNA LIZA L. ACOSTA**

OIC-Chief, Administrative and Human Resource Management  
Division

BIR REVENUE REGION 2 CORDILLERA ADMINISTRATIVE  
REGION - No. 69 Leonard Wood Road, Baguio City 2600

[rr2\\_recruitment@bir.gov.ph](mailto:rr2_recruitment@bir.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**