

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:

AGNES B. BONUS

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 I (Document Processing)	BIRB-REVO1-22-2018	11	27000	BSBA/BSC/BA WITH 18 UNITS IN ACCOUNTING OR ANY BACHELOR'S DEGREE WITH MASTER'S DEGREE IN BUSINESS ADMINISTRATION/ MANAGEMENT/ ACCOUNTANCY/ TAXATION	NONE REQUIRED	NONE REQUIRED	CSP/2ND LEVEL ELIGIBILITY	N / A	RR4, DOCUMENT PROCESSING DIVISION
2	Revenue Officer I (Collection)	BIRB-REVO1-1019-2000	11	27000	BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION/COMMERCE WITH 18 UNITS IN ACCOUNTING and/or TAXATION or BACHELOR'S DEGREE IN ACCOUNTANCY OR ANY BACHELOR'S DEGREE WITH MASTER'S DEGREE IN BUSINESS ADMINISTRATION/ MANAGEMENT/ ACCOUNTANCY/ TAXATION	NONE REQUIRED	NONE REQUIRED	CSP/2ND LEVEL ELIGIBILITY	N / A	RDO 17A - TARLAC CITY, TARLAC
3	Revenue Officer I (Assessment)	BIRB-REVO1-1130-2000	11	27000	BS COMMERCE /BSBA ACCOUNTING OR BACHELOR OF LAWS WITH 18 UNITS IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA1080 (CPA/BAR)	N / A	RDO 23A - NORTH NUEVA ECIJA
4	Administrative Assistant III (Computer Operator II)	BIRB-ADAS3-345-2005	9	21211	Completion of two years studies in College or High School Graduate with relevant vocational/trade courses	4 hours of relevant training	1 year of relevant experience	Relevant MC 10, s.2013/CSSP/1st level eligibility	N/A	RR4, LEGAL DIVISION
5	Administrative Assistant II (Data Entry Machine Operator II)	BIRB-ADAS2-156-2014	8	19744	Completion of two years studies in College or High School Graduate with relevant vocational/trade courses	4 hours of relevant training	1 year of relevant experience	Relevant MC 10, s.2013/CSSP/1st level eligibility	N/A	RR4 DOCUMENT PROCESSING DIVISION
6	Revenue Officer I (Assessment)	BIRB-REVO1-1057-2000	11	27000	BS COMMERCE /BSBA ACCOUNTING OR BACHELOR OF LAWS WITH 18 UNITS IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA1080 (CPA/BAR)	N / A	RDO 20 - BALANGA CITY, BATAAN
7	Revenue Officer I (Collection)	BIRB-REVO1-1194-2014	11	27000	BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION/COMMERCE WITH 18 UNITS IN ACCOUNTING and/or TAXATION or BACHELOR'S DEGREE IN ACCOUNTANCY OR ANY BACHELOR'S DEGREE WITH MASTER'S DEGREE IN BUSINESS ADMINISTRATION/ MANAGEMENT/ ACCOUNTANCY/ TAXATION	NONE REQUIRED	NONE REQUIRED	CSP/2ND LEVEL ELIGIBILITY	N / A	COLLECTION DIVISION - AMS

8	Revenue Officer I (Collection)	BIRB-REVO1-1255-2014	11	27000	BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION/COMMERCE WITH 18 UNITS IN ACCOUNTING and/or TAXATION or BACHELOR'S DEGREE IN ACCOUNTANCY OR ANY BACHELOR'S DEGREE WITH MASTER'S DEGREE IN BUSINESS ADMINISTRATION/ MANAGEMENT/ ACCOUNTANCY/ TAXATION	NONE REQUIRED	NONE REQUIRED	CSP/2ND LEVEL ELIGIBILITY	N / A	RDO 17B - PANIQUI, TARLAC
9	Revenue Officer I (Taxpayers Assistance)	BIRB-REVO1-1294-2014	11	27000	BSBA/BSC/BA WITH 18 UNITS IN ACCOUNTING OR ANY BACHELOR'S DEGREE WITH MASTER'S DEGREE IN BUSINESS ADMINISTRATION/ MANAGEMENT/ ACCOUNTANCY/ TAXATION	NONE REQUIRED	NONE REQUIRED	CSP/2ND LEVEL ELIGIBILITY	N / A	RDO 19 - SBFZ
10	Revenue Officer I (Collection)	BIRB-REVO1-1062-2000	11	27000	BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION/COMMERCE WITH 18 UNITS IN ACCOUNTING and/or TAXATION or BACHELOR'S DEGREE IN ACCOUNTANCY OR ANY BACHELOR'S DEGREE WITH MASTER'S DEGREE IN BUSINESS ADMINISTRATION/ MANAGEMENT/ ACCOUNTANCY/ TAXATION	NONE REQUIRED	NONE REQUIRED	CSP/2ND LEVEL ELIGIBILITY	N / A	RDO 20 - BALANGA CITY, BATAAN
11	Revenue Officer I (Collection)	BIRB-REVO1-1066-2000	11	27000	BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION/COMMERCE WITH 18 UNITS IN ACCOUNTING and/or TAXATION or BACHELOR'S DEGREE IN ACCOUNTANCY OR ANY BACHELOR'S DEGREE WITH MASTER'S DEGREE IN BUSINESS ADMINISTRATION/ MANAGEMENT/ ACCOUNTANCY/ TAXATION	NONE REQUIRED	NONE REQUIRED	CSP/2ND LEVEL ELIGIBILITY	N / A	RDO 20 - BALANGA CITY, BATAAN
12	Revenue Officer I (Assessment)	BIRB-REVO1-1174-2014	11	27000	BS COMMERCE /BSBA ACCOUNTING OR BACHELOR OF LAWS WITH 18 UNITS IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA1080 (CPA/BAR)	N / A	RDO 21B - SOUTH PAMPANGA
13	Revenue Officer I (Assessment)	BIRB-REVO1-1183-2014	11	27000	BS COMMERCE /BSBA ACCOUNTING OR BACHELOR OF LAWS WITH 18 UNITS IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA1080 (CPA/BAR)	N / A	RDO 21B - SOUTH PAMPANGA
14	Revenue Officer I (Assessment)	BIRB-REVO1-60-2019	11	27000	BS COMMERCE /BSBA ACCOUNTING OR BACHELOR OF LAWS WITH 18 UNITS IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA1080 (CPA/BAR)	N / A	RDO 21C - CFZ
15	Revenue Officer I (Taxpayers Assistance)	BIRB-REVO1-1171-2000	11	27000	BSBA/BSC/BA WITH 18 UNITS IN ACCOUNTING OR ANY BACHELOR'S DEGREE WITH MASTER'S DEGREE IN BUSINESS ADMINISTRATION/ MANAGEMENT/ ACCOUNTANCY/ TAXATION	NONE REQUIRED	NONE REQUIRED	CSP/2ND LEVEL ELIGIBILITY	N / A	RDO 23A - NORTH NUEVA ECIJA
16	Revenue Officer I (Taxpayers Assistance)	BIRB-REVO1-2087-2014	11	27000	BSBA/BSC/BA WITH 18 UNITS IN ACCOUNTING OR ANY BACHELOR'S DEGREE WITH MASTER'S DEGREE IN BUSINESS ADMINISTRATION/ MANAGEMENT/ ACCOUNTANCY/ TAXATION	NONE REQUIRED	NONE REQUIRED	CSP/2ND LEVEL ELIGIBILITY	N / A	RDO 23A - NORTH NUEVA ECIJA
17	Revenue Officer I (Taxpayers Assistance)	BIRB-REVO1-2077-2014	11	27000	BSBA/BSC/BA WITH 18 UNITS IN ACCOUNTING OR ANY BACHELOR'S DEGREE WITH MASTER'S DEGREE IN BUSINESS ADMINISTRATION/ MANAGEMENT/ ACCOUNTANCY/ TAXATION	NONE REQUIRED	NONE REQUIRED	CSP/2ND LEVEL ELIGIBILITY	N / A	RDO 23B - SOUTH NUEVA ECIJA

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](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. 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](http://www.bir.gov.ph) – Vacant Positions)

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

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**AGNES B. BONUS**

Asst. Chief, Administrative and Human Resource Management  
Division

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BIR REVENUE REGION 4 SAN FERNANDO PAMPANGA - RR  
4 Building, BIR Complex, Mc Arthur Highway Sindalan City of  
San Fernando, Pampanga

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[agnes.bonus@bir.gov.ph](mailto:agnes.bonus@bir.gov.ph)

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