

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:

NOLAN D. OFRECIO

HRMO

Date: February 5, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III (Computer Operator II)	BIRB-ADAS3-46-2019	9	21,211.00	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEARS OF RELEVANT EXPERIENCE	RELEVANT MC 11, S.96/CSSP/1ST LEVEL ELIGIBILITY	N / A	RR8B ASSESSMENT DIVISION
2	Revenue Officer I (Collection)	BIRB-REVO1-48-2019	11	27,000.00	BSBA/BSC 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	RR8B COLLECTION DIVISION
3	Revenue Officer I (Collection)	BIRB-REVO1-50-2019	11	27,000.00	BSBA/BSC 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	RR8B COLLECTION DIVISION
4	Revenue Officer I (Collection)	BIRB-REVO1-10-2020	11	27,000.00	BSBA/BSC 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	RR8B COLLECTION DIVISION AMS CREATED

5	Revenue Officer I (Collection)	BIRB-REVO1-13-2020	11	27,000.00	BSBA/BSC 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	RR8B COLLECTION DIVISION AMS CREATED
6	Revenue Officer I (Collection)	BIRB-REVO1-14-2020	11	27,000.00	BSBA/BSC 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	RR8B COLLECTION DIVISION AMS CREATED
7	Revenue Officer I (Collection)	BIRB-REVO1-15-2020	11	27,000.00	BSBA/BSC 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	RR8B COLLECTION DIVISION AMS CREATED
8	Revenue Officer I (Collection)	BIRB-REVO1-18-2020	11	27,000.00	BSBA/BSC 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	RR8B COLLECTION DIVISION AMS CREATED
9	Accountant I	BIRB-A1-45-2019	12	29,165.00	BS COMMERCE /BSBA ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA1080	N / A	RR8B FINANCE DIVISION
10	Administrative Officer II (Budget Officer I)	BIRB-ADOF2-51-2019	11	27,000.00	BACHELOR'S DEGREE RELEVANT TO THE JOB (WITH 12 UNITS IN ACCOUNTING)	NONE REQUIRED	NONE REQUIRED	CSP/2ND LEVEL ELIGIBILITY	N / A	RR8B FINANCE DIVISION
11	Administrative Officer II (Human Resource Management Officer I)	BIRB-ADOF2-52-2019	11	27,000.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CSP/2ND LEVEL ELIGIBILITY	N / A	RR8B ADMINISTRATIVE AND HUMAN RESOURCE MANAGEMENT DIVISION
12	Administrative Assistant III (Computer Operator II)	BIRB-ADAS3-60-2019	9	21,211.00	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEARS OF RELEVANT EXPERIENCE	RELEVANT MC 11, S.96/CSSP/1ST LEVEL ELIGIBILITY	N / A	RR8B DOCUMENT PROCESSING DIVISION

13	Administrative Assistant II (Data Entry Machine Operator II)	BIRB-ADAS2-64-2019	8	19,744.00	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEARS OF RELEVANT EXPERIENCE	RELEVANT MC 11, S.96/CSSP/1ST LEVEL ELIGIBILITY	N / A	RR8B DOCUMENT PROCESSING DIVISION
14	Administrative Assistant II (Data Controller II)	BIRB-ADAS2-72-2019	8	19,744.00	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEARS OF RELEVANT EXPERIENCE	RELEVANT MC 11, S.96/CSSP/1ST LEVEL ELIGIBILITY	N / A	RR8B DOCUMENT PROCESSING DIVISION
15	Revenue Officer I (Compliance)	BIRB-REVO1-1847-2014	11	27,000.00	BS BUSINESS ADMINISTRATION/BS COMMERCE WITH 18 UNITS IN ACCOUNTING AND/OR TAXATION OR BS 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 52 PARAÑAQUE CITY
16	Revenue Officer I (Collection)	BIRB-REVO1-1870-2014	11	27,000.00	BSBA/BSC 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 53A LAS PIÑAS CITY
17	Revenue Officer I (Collection)	BIRB-REVO1-1878-2014	11	27,000.00	BSBA/BSC 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 53A LAS PIÑAS CITY
18	Revenue Officer I (Taxpayers Assistance)	BIRB-REVO1-2752-2000	11	27,000.00	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 53A LAS PIÑAS CITY
19	Revenue Officer I (Collection)	BIRB-REVO1-1330-2014	11	27,000.00	BSBA/BSC 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 53B MUNTINLUPA CITY

20	Revenue Officer I (Collection)	BIRB- REVO1-1652- 2014	11	27,000.00	BSBA/BSC 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 53B MUNTINLUPA CITY
21	Revenue Officer I (Taxpayers Assistance)	BIRB- REVO1-1663- 2014	11	27,000.00	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 53B MUNTINLUPA CITY

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:

NOLAN D. OFRECIO

Chief, Administrative and Human Resource
Management Division

BIR REVENUE REGION 8B SOUTH NCR -
Regional Office Building, 313 Sen. Gil Puyat Ave,
Makati City

rr8b_hrms@bir.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.