REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

BUREAU OF INTERNAL REVENUE
RECORDS MGT. DIVISION
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January 3, 2018

REVENUE MEMORANDUM CIRCULAR NO. 15-2018

SUBJECT : Competency-Based Job Descriptions of Revenue Officer I – IV and Chief Revenue Officer II positions under the Assessment and Collection Sections of the Revenue District Offices

TO : All Internal Revenue Officers, Employees and Others Concerned

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For the information and guidance of all concerned, circularized herewith are the Competency-Based Job Descriptions (JDs) of the Revenue Officer I – IV positions of the Assessment and Collection Sections and Chief Revenue Officer II position of the Collection Section in the Revenue District Offices which were prepared by the Technical Working Group on the Competency-Based Human Resource and Learning (CBHR&L) and approved by the undersigned through the unnumbered Memorandum dated June 30, 2017.

The JDs of the abovementioned positions shall now be used in lieu of the existing Position Description Forms (PDFs) for all Human Resource Actions requiring the said document.

All revenue officials and employees are hereby enjoined to give this Circular a wide publicity as possible

CAESAR R. DULAY
Commissioner of Internal Revenue

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