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

BUREAU OF INTERNAL REVENUE
RECORDS MANAGEMENT DIVISION
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July 30, 2024

REVENUE MEMORANDUM CIRCULAR NO. 90-2024

SUBJECT : **Online Employee Request Form for Certificate of Employment (COE), Service Record (SR), Assignment Record (AR) and Copies of Documents in the 201 File**

TO : **All Revenue Officials and Employees and others concerned**

This Circular is hereby issued to announce the availability of the Online Employee Request for COE, SR, AR and Copies of Documents in the 201 file beginning August 8, 2024. The said online facility is an alternative option that can be used by all active officials and employees in the National Office to request the above-mentioned documents. However, the facility is not applicable for request of SR as requirement for processing of Retirement and Terminal Leave Benefits.

To use the Online Employee Request Facility, employees must scan the QR Code below by using a cellphone or any gadget and accomplish the Online Form together with the required attachments (latest payslip and BIR ARTA ID).

Additionally, the Administrative and Human Resource Management Division of every Revenue Regions are enjoined to create their Regional Employee Request facility using Microsoft 365 in the generation of QR Code.

For your information and guidance.



ROMEO D. LUMAGUI, JR.
Commissioner of Internal Revenue

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