REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
National Office Building
Quezon City

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September 12, 2022

REVENUE MEMORANDUM ORDER NO. 48-2022

TO : **All Internal Revenue Officials and Employees Concerned**

SUBJECT : **Amending Certain Provisions of Revenue Memorandum Order No. 68-2016 and Revenue Memorandum Order No. 14-2019 Relative to the Composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) for first and second level positions thru the National Selection Board (NSB) and Regional Selection Board (RSB)**

I. OBJECTIVE

This Order is being issued to amend certain provisions of RMO No. 68-2016, Subject: Delegation of Authority for Recruitment in the Regional Offices and Amendment to Revenue Memorandum Order No. 36-2013 dated September 06, 2013 re: Strategic Recruitment and Selection Process and RMO No. 14-2019 dated January 28, 2019 re: BIR Merit Promotion Plan, and in compliance to 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) Revised 2018.

II. AMENDATORY PROVISIONS

Section VI (A.1) of RMO 68-2016 and Section IV (5.1) of RMO 14-2019 are hereby amended as follows:

"5.1 Composition of the HRMPSB of the National Office or the National Selection Board:

(a) Chairperson: Deputy Commissioner, Resource Management Group (DCIR-RMG)

(b) Members: Deputy Commissioner of the organizational unit who has direct supervision over the unit where the vacancy is authorized

Alternate: Chief of Staff or the appointed alternate of the concerned DCIR

Deputy Commissioner, Operations Group (DCIR-OG), if the position to be filled-up is authorized under the Regional Offices

Alternate: Chief of Staff or the appointed alternate of DCIR-OG

Assistant Commissioner (ACIR), where the vacancy is authorized

Alternate: Head Revenue Executive Assistant or the appointed alternate of the ACIR

Assistant Commissioner (ACIR), Human Resource Development Service (ACIR-HRDS)

Alternate: Head Revenue Executive Assistant (HREA) -HRDS

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(c) Chief, Personnel Division (PD)*

Alternate: Assistant Chief, Personnel Division or the appointed Alternate of Chief, PD

(d) Two (2) representatives from the career rank-and-file employees, who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose, in the absence of an accredited union or designated by the registered union (one from the first level and one from the second level). For continuity of operation, the agency accredited employee union may designate an alternate. They shall attend and participate in the deliberations set by the National Selection Board (NSB).

(e) Duly appointed representative from the Office of the Commissioner

Secretariat: Manpower Management Section, Personnel Division"

Section VI (A.2) of RMO 68-2016 is hereby amended to read as follows:

"2. Composition of the HRMPSB for the Regional Office or the Regional Selection Board (RSB):

a. Chairperson: Assistant Regional Director (ARD)

b. Members: Division Chief (DC) or Revenue District Officer (RDO) where the vacancy is authorized

Alternate: Assistant Division Chief (ADC) or Assistant Revenue District Officer (ARDO)

c. Chief, Administrative and Human Resource Management Division (AHRMD)*

Alternate: Assistant Chief, AHRMD

d. Two (2) representatives from the career rank-and-file employees, who shall serve for a period of two years and chosen through a general assembly or any other mode of selection to be conducted for the purpose, in the absence of an accredited union or designated by the registered union (one from the first level and one from the second level). For continuity of operation, the agency accredited employee union may designate an alternate. They shall attend and participate in the deliberations set by the Regional Selection Board (RSB).

e. Secretariat: Human Resource Management Section (HRMS), AHRMD"

The Secretariat of the HRMPSB shall likewise issue and post in the agency bulletin board a Revenue Special Order (RSO) signed by the Commissioner of Internal Revenue (for NSB) or Regional Revenue Special Order (RRSO) signed by the Regional Director (for RSB) with the names of the designated officials/employees corresponding to the aforementioned composition and shall issue a subsequent reconstitution each time a new official/employee is designated to perform such function.

2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 Section 88. The HRMPSB shall be composed of the following for the First and Second Level positions under NGAs/SUCs/GOCCs: Members: ...c. **Human Resource Management Officer (HRMO) or the career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate.*

The CSC Regional Office and CSC Field Office concerned should be copy furnished with a copy of the said RSO or RRSO.

III. REPEALING CLAUSE

This Order supersedes all revenue issuances and/or portions thereof that are inconsistent herewith.

IV. EFFECTIVITY

This Order shall take effect immediately.

LILIA CATRIS GUILLERMO
Commissioner of Internal Revenue
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