



Bringing In Revenues
for Nation-Building

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE



JUN 22 2026

REVENUE ADMINISTRATIVE ORDER NO. 003-2026

SUBJECT : REORGANIZATION OF THE HUMAN RESOURCE MANAGEMENT SECTION INTO THREE (3) SECTIONS UNDER THE ADMINISTRATIVE AND HUMAN RESOURCE MANAGEMENT DIVISION OF REVENUE REGIONS

TO : All Internal Revenue Officials and Employees

I. OBJECTIVE:

This Order is hereby issued to:

1. Amend pertinent provisions of Revenue Administrative Order (RAO) No. 3-2014 dated November 5, 2014 relative to the organization of the Administrative and Human Resource Management Division (AHRMD) of the Revenue Regions and functions of the Human Resource Management Section under the AHRMD;
2. Align the functions of the Human Resource Management Section into three (3) new Sections resulting from its reorganization; and
3. Prescribe/define the respective functions of the new Sections under the AHRMD;

II. AMENDMENTS

The organization and functions of the AHRMD as prescribed under Section II (F) and Section III (F), respectively, of RAO No. 3-2014, are amended as follows:

II. ORGANIZATION:

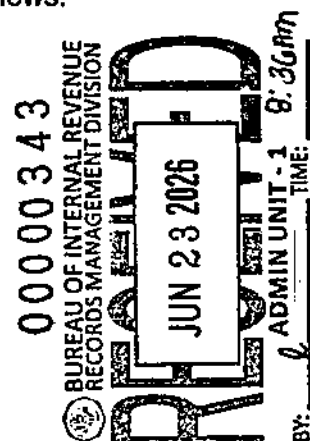
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F. Administrative and Human Resource Management Division

1. General Services Section
2. Procurement, Property and Accountable Forms Section
3. Records Section
4. Talent Acquisition and Performance Management Section
5. Benefits Administration and Employee Records Section
6. Capacity Development and Welfare Section



III. FUNCTIONS:

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F. Administrative and Human Resource Management Division

1. Administers regional plans, activities, standards, and other measures necessary to implement the administrative programs prescribed by the National Office;
2. Develops, implements, monitors, controls, and evaluates regional programs, plans, standards, guidelines, and other related activities pertinent to Human Resource Management;
3. Takes necessary steps to effect transfer of titles of real properties declared forfeited in favor of the Republic of the Philippines;
4. Monitors and controls all requests for accountable and non-accountable forms of the region;
5. Coordinates with the proper offices in the implementation of the abovementioned functions;
6. Prepares prescribed reports for submission to the offices concerned; and
7. Performs other functions as may be assigned.

1. General Services Section

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2. Procurement, Property and Accountable Forms Section

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3. Records Section

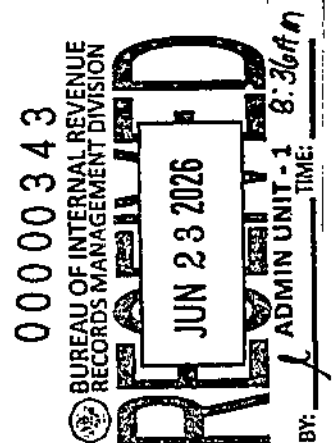
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4. Talent Acquisition and Performance Management Section

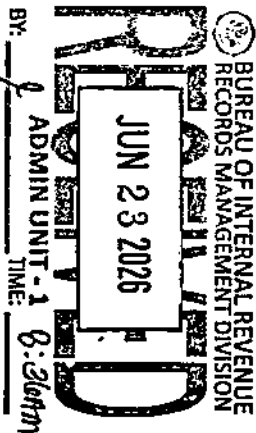
- 4.1. Undertakes the selection, hiring, and placement of qualified applicants within the coverage of the delegated and decentralized authority of the Regional Directors;
- 4.2. Initiates talent sourcing strategies for the recruitment of potential qualified applicants through coordination with the Civil Service Commission (CSC) and various schools and universities, LGUs, and other government agencies and professional organizations;
- 4.3. Processes applications for the recruitment of new employees and coordinates the conduct of pre-employment examination to be administered by the National Office;
- 4.4. Prepares, consolidates, and transmits required documents on Reports on Appointment Issued (RAI) and Accession Report;

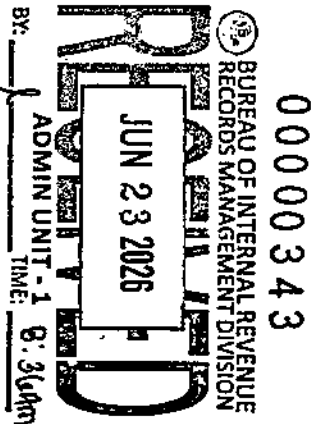


- 4.5. Prepares and monitors the movement of incoming and outgoing personnel as reflected in the Current Personnel Strength (CPS) and Regional Plantilla;
- 4.6. Reviews, evaluates, and consolidates the Matrices for Promotion of Employees submitted by different offices under the Region;
- 4.7. Implements the policies, programs, and guidelines in the Enhanced BIR Strategic Performance Management System (Enhance BIR SPMS) – Office and Individual Levels and submits appraisal reports of all employees in the region;
- 4.8. Conducts annual SPMS Briefing for the Region;
- 4.9. Implements, monitors, and evaluates the awards and incentives system of the Region as established by the Regional Program on Awards and Incentives for Service Excellence (PRAISE) Committee and concurrently Secretariat functions in support to the Committee;
- 4.10. Screens applicants/student-trainees for on-the-job training on their compliance to existing rules and issuances and refers to the requesting offices and issues certificates of completion;
- 4.11. Assists the HR-related committees/boards in the documentation of meetings & proceedings and maintenance of HR related matters;
- 4.12. Prepares reports, communication and correspondence with regard to different concerns of employees; and
- 4.13. Performs other functions as may be assigned.

5. Benefits Administration and Employee Records Section

- 5.1. Assists the applicants in the processing for membership/updating in GSIS, Pag-IBIG, PhilHealth, and other government agencies;
- 5.2. Acts on application for retirement/death benefits, resignation, request for transfer, and other modes of separation and submits all required documents to the National Office with the indorsement of the Regional Office;
- 5.3. Monitors and maintains Summary Report of Attendance (SRA), Report on habitual tardiness and absenteeism, and administers leave of absence of personnel in accordance with CSC's laws and rules;
- 5.4. Monitors the use of the Biometric System for attendance of Regional Office/District employees;
- 5.5. Monitors the compliance of the employees in the Regional Office with Revenue Travel Assignment Order (RTAO) and Revenue Special Order (RSO), Memorandum Order and submits the required reports to National Office;
- 5.6. Implements Leave Management in accordance with existing rules and regulations;

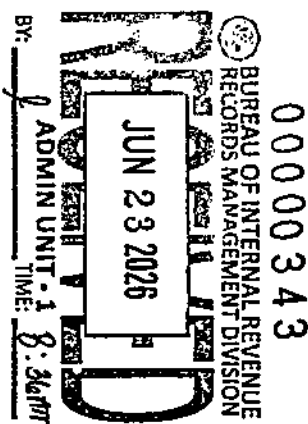




- 5.7. Refers any violation of office rules and regulations to the Internal Affairs Service, through the Regional Investigation Division, for investigation and appropriate action;
- 5.8. Acts on requests/queries by providing information/records and other vital documents in reply to communication/documents on subpoenas issued by the Ombudsman, Courts, National Bureau of Investigation and other investigating offices;
- 5.9. Disseminates information regarding CSC rulings and court decisions concerning employee conduct and disciplinary actions;
- 5.10. Maintains and updates employee information in the New BIR Payroll System (NBPS);
- 5.11. Prepares and monitors vouchers/payroll, which are to be forwarded to the Finance Division along with the Request for Funding for the Regional Office's Salaries, PERA, and other monetary benefits/bonuses of regional employees;
- 5.12. Acts on matters concerning attendance and computation of leave credits, leave of absences, and other related activities;
- 5.13. Endorses applications for permission to travel abroad for recommendation and approval of the designated higher authority;
- 5.14. Assists the Grievance Committee in the documentation of meetings and proceedings and maintenance of HR related matters;
- 5.15. Maintains and scans 201 Files of employees and serves as the official repository of records and documents of revenue personnel;
- 5.16. Issues Certificate of Employment, Service Records, and facilitates employee verification;
- 5.17. Serves the Formal Charges and Preventive Suspension Orders and implements the Decisions in Administrative Cases;
- 5.18. Prepares, consolidates, and transmits required reports on updated Personal Data Sheet (PDS), Statement of Assets, Liabilities and Net Worth (SALN), Summary Report of Attendance (SRA), Report on Separation, Database of Individuals Barred from Entering Government Service and Taking Civil Service Examinations (DIBAR), Report on List of Cancelled Employees in the General Office Payroll (GOP), and other HR-related reports as required;
- 5.19. Conducts Pre-Retirement Seminar and SALN Briefing; and
- 5.20. Performs other functions as may be assigned.

6. Capacity Development and Welfare Section

- 6.1. Conducts Training Needs Assessment (TNA) to identify gaps in knowledge, skills, or abilities that can be addressed through training;



- 6.2. Assists in the conduct of the Competency Needs Assessment (CNA) by the National Office;
- 6.3. Assists in the implementation of learning and development programs in accordance with the approved Training Plan and Training Calendar of the National Office for regional and district employees;
- 6.4. Facilitates the conduct of learning and development programs initiated by the Regional Office to ensure their effective coordination and implementation;
- 6.5. Prepares Regional Revenue Special Order (RRSO), training certificates, and necessary training materials and equipment in support of learning and development activities;
- 6.6. Submits the CPS, as provided by the Talent Acquisition and Performance Management Section, to the National Office for inclusion and updating of employee information in the Training Database;
- 6.7. Prepares the Regional Training Calendar and submits the same to the National Office;
- 6.8. Monitors the compliance of regional participants with RSO/RRSO relative to trainings and submits required reports (e.g., Training Completion Report, Monthly Accomplishment Report, among others) to the National Office for updating of the employee training records in the Training Database;
- 6.9. Analyzes personnel data to enhance the implementation of learning and development programs, projects and activities in the Region;
- 6.10. Coordinates with the offices concerned in the implementation of learning and development programs initiated by the Regional Office;
- 6.11. Prepares and submits Learning Evaluation Reports (LERs) to the National Office for consolidation and monitoring;
- 6.12. Processes applications of employees for participation in the external local learning and development programs;
- 6.13. Assists the Regional Personnel Development Committee (RPDC) in the deliberation of applications relative to external local learning and development programs;
- 6.14. Facilitates the processing of study leave applications for indorsement to the National Office;
- 6.15. Endorses applications for permission to engage in business and/or to practice a profession for the approval of the Commissioner;
- 6.16. Conducts research, prepares proposals, and implements employee wellness programs mandated by the government, such as Gender and Development (GAD), Drug-Free Workplace Program (DFWP), Occupational Safety and Health (OSH), Mental Health Program (MHP), and other related initiatives;

- 6.17. Prepares, consolidates, and submits the Employee Wellness Program Work Plan, as well as the annual plans, budgets, and accomplishment reports for employee wellness programs and activities, including mandatory programs such as GAD, DFWP, MHP, and other related initiatives;
- 6.18. Coordinates and collaborates with other government agencies, units, associations and organizations in the implementation of employee wellness program in the Bureau;
- 6.19. Develops and maintains a database containing employee data and records related to physiological and psychosocial health;
- 6.20. Assists BIR personnel with special needs/vulnerable groups in times of crisis, including but not limited to sickness, death, natural, or human-induced calamities, and socio-economic difficulties, through coordination and collaboration with relevant agencies, units, associations, and organizations;
- 6.21. Organizes emergency drills and quick reaction teams to respond and to assist employees during calamities or other critical situations; and
- 6.22. Performs other functions as may be assigned.

III. REPEALING CLAUSE:

All issuances or portions thereof not consistent with the provisions of this Order are hereby repealed or amended accordingly.

IV. EFFECTIVITY:

This Order shall take effect immediately.




CHARLITO MARTIN R. MENDOZA
Commissioner of Internal Revenue

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