

REVENUE MEMORANDUM ORDER NO. 44-2000 issued October 23, 2000 prescribes the policies and guidelines on the proper use of the location, department and job codes tables for the Human Resource Management Information System (HRIS) and the Financial Management Information System (FMIS).

The HRIS will provide an integrated human resource system for personnel administration, training management, training delivery and employee welfare. The FMIS, on the other hand, will provide a financial reporting system for budget, accounting and cashiering functions. The codes will serve as primary keys in accessing information within the HRIS and FMIS. Information Technology personnel and functional users from the different divisions under the Human Resource Development Service and Financial and Administrative Service will be given different levels of access to the HRIS and FMIS based on their designation and function. Users granted a read-only access may request for a change of personal information with the Personnel Division.

The location codes will be used to indicate whether a particular office is located at the National Office or under the Revenue Regional Office. The department codes, on the other hand, will be used to indicate the group, service and division to which a section or unit belongs.