

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

January 3, 2008

**REVENUE MEMORANDUM CIRCULAR NO. 15-2008**

**SUBJECT :** **Election of Rank & File Representatives for the National Selection Board**

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

---

Pursuant to Item No. 6 of Civil Service Commission Memorandum Circular No. 03, s. 2001 re: Revised Policies on Merit Promotion Plan which mandates that a Selection Board (SB) for first and second level positions be established in every agency with the following composition:

*“Two representatives of the rank-and-file employees, one from the first level and one from the second level, who shall both be chosen by the duly accredited employee association in the agency.*

*In case there is no accredited employee association in the agency, the representative shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative. Any other mode of selection may be conducted for the purpose.*

*The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representative shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two (2) years.”*

Relative thereto, a general election in the BIR National Office is scheduled on **February 27, 2008** and every two (2) years henceforth.

**I. GUIDELINES AND PROCEDURES ON THE CONDUCT OF ELECTION**

1. Each functional group (OCIR, OG, RMG, ISG, LIG, and LT) shall submit a list of first level and second level employees under their jurisdiction on or before **January 31, 2008** according to the prescribed format (Annex “A”). From the list, each functional group shall submit their respective nominees to the Human Resource Development Service (HRDS).

- One (1) nominee from the first level positions (Sub-professional eligibility or its equivalent).
- One (1) nominee from the second level positions (Professional eligibility or its equivalent, up to the Division Chief level).
- Manpower Management Section of the Personnel Division shall validate the correctness of the list.
- The HRDS shall evaluate the qualification of nominees based on the identified criteria and shall declare the official candidates per functional group.

2. All voters are required to fill-up official ballot forms issued by the HRDS.
  - All employees holding first level positions shall elect their representative only from among the candidates from the first level positions.
  - All employees holding second level positions shall elect their representative only from among the candidates from the second level positions.
  - Employees who are absent on election day shall forfeit their privilege to vote.
  - The Personnel Division staff shall monitor the attendance of personnel on election day.
3. Ballots shall be distributed to the respective offices from 8:00 a.m. and voting shall commence immediately thereafter till 12:00 noon of February 27, 2008 after which, the ballots shall be returned to the HRDS on or before 2:00 p.m. of the same day for canvassing.
  - For purposes of transparency, all functional groups shall likewise designate two personnel from their Offices who shall be allowed to observe the canvassing of ballots to ensure fairness in determining the two (2) rank-and-file representatives for the National Selection Board (NSB)
  - The candidate with the highest vote shall be the representative to the SB in the National Office.
  - The candidate who ranked second highest shall be considered as the alternate representative during SB deliberation in the absence of the representative who received the highest vote.
4. The following guidelines and procedures in the election of the first level and second level representatives shall be observed:
  - The campaign period shall commence on February 18 to 26, 2008.

- All campaign materials shall be posted at the ground floor of the Main building, DPC, RCC and NTC except inside the elevators. **Any size of posters/flyers shall be allowed**
  - The names of official candidates for the first and second level representatives are enumerated in Annex “B”.
  - The general election shall be on February 27, 2008 to give time for the candidates to campaign.
  - The voting centers shall be at the Office of the Assistant Commissioners of the different Services. Hence, all voters are required to be at the voting centers from 8:00 am to 12:00 nn on February 27, 2008. Staff of the Commissioner, Office of the Deputy Commissioners and BIR Contact Center shall vote in designated services indicated in Annex ‘C’.
  - The staff of Personnel Division shall coordinate with the staff of each service in the conduct of the voting process.
  - The canvassing of the votes shall be held at the 10<sup>th</sup> floor Training Room at 2:00 pm to be attended by the Election Committee, Watchers, Canvassers per Service/Group, and assigned employees from the Personnel Division.
  - Winners shall be announced on February 28, 2008 and shall be ranked to be able to choose the first and second level representatives including their alternates.
  - The term of office of the elected representatives shall be two (2) years pursuant to CSC Memorandum Circular No. 3, s. 2001.
5. A Memorandum shall be issued to disseminate the list containing the names of the duly selected representatives.

## **II. QUALIFICATION OF CANDIDATES**

1. Must be an employee of the BIR for at least 5 years with permanent status and assigned in the National Office under a particular functional group ;
2. Has good moral character;
3. Has not been administratively charged for any offense; and
4. Must be knowledgeable of the BIR’s policies and standards.

### **III. ELECTION COMMITTEE**

Chairperson	-	ACIR Leonor S. Villalon-Rogers Human Resource Development Service
Vice-Chairperson	-	ACIR Erlinda A. Simple Assessment Service
Members	-	2 representatives for each group who are not candidates, one from the 2 <sup>nd</sup> level and one from the 1 <sup>st</sup> level
Secretariat	-	Personnel Division

All revenue officials and employees are enjoined to give this Revenue Memorandum Circular as wide publicity as possible.

**(Original Signed)**  
**LILIAN B. HEFTI**  
Commissioner of Internal Revenue

M-1