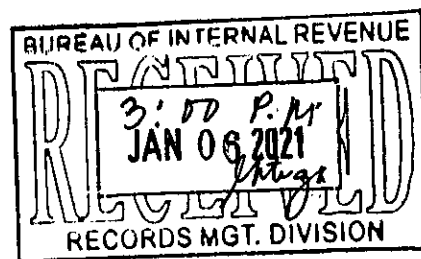




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City



December 2, 2020

REVENUE MEMORANDUM ORDER NO. 3-2021

SUBJECT : Procedures in the Implementation of the Biometrics Time and Attendance System (BTAS) in the National Office, amending Revenue Memorandum Order (RMO) No. 26-2012

TO : All Revenue Officials and Employees Concerned

I. BACKGROUND

The Biometrics Time and Recording (BTR) System was first introduced on October 2012 as part of the initiative to jump shift from manual punching of Time Cards (Bundy Cards) to a computerized recording of attendances of employees. However, due to rapid technological development and years of usage, the BTR system is already outdated and is plagued by machine failure and other technical problems.

In order to address this issue, the *Biometrics Time and Attendance System (BTAS)* shall serve and replace the BTR as the new computerized system for attendance monitoring of employees in the National Office (NO) and also to provide a blueprint for future biometrics system of the Revenue Regional Offices.

II. OBJECTIVES

In order to ensure the proper usage of the BTAS and provide a unified policy on attendance and leave management, this order is issued with the following objectives:

1. Implement the policies regarding the usage of BTAS, especially on the generation of the Summary Reports of Attendance (SRA) and Daily Time Records (DTR) and to prevent any attempt to tamper or manipulate the actual attendance of officials and employees.
2. Achieve uniformity and correctness in reporting, recording and monitoring of leave credits of BIR Personnel.
3. To provide fraud-free capture of employees' time records using fingerprints technology.
4. Provide the penalties and appropriate sanctions to officials and employees violating the provisions of this order.

III. DEFINITION OF TERMS

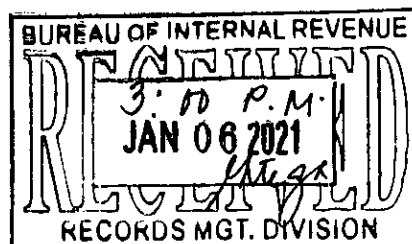
1. **Biometrics Time and Attendance System (BTAS)** – refers to the centralized time and attendance software with database, able to upload automatically the daily time logs from biometrics machines. The system enables users to access the system anywhere in

the secured environment within the BIR premises. It has an automatic back-up of database with full restoration plan. It has an audit trail which historically tracks and monitor every access to modules and database. It has two modules: The Enterprise Resource Planning (ERP) and Employee Self Service (ESS).

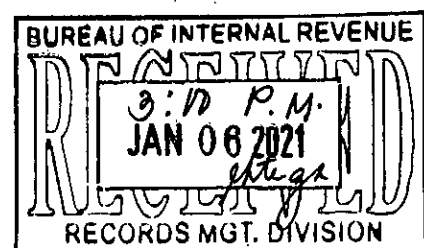
2. **Enterprise Resource Planning (ERP)** – refers to the module of BTAS which contains the employee profile and database for the time and attendance. It is the module that generates the required reports on attendance of employees such as the SRA and DTR, including the updating the leave credits in the leave cards.
3. **Employee Self Service (ESS)** – refers to the module of BTAS that can be access by employees which enables them to view online their daily attendance/time-logs, and file online application for leave, overtime services, official business/seminars and missing time-log entries. The Head of Office may view and review online for approval/disapproval of the application for leave.
4. **Summary Report of Attendance (SRA)** – it refers to the summary of attendance per Office as generated by the Biometrics System and shall be submitted on or before the 10th day of the following month to the Personnel Division (PD)/Administrative & Human Resource Management Division (AHRMD). It contains the alphabetical names of employees per office and the summary of approved leave/s, seminars/official business availed, hours/minutes of tardiness/late and undertime that an employee incurred. The SRA shall include all attachments such DTR, Application for Leave (AFL), Revenue Special Order (RSO), Regional Revenue Special Order (RRSO), Mission Order (MO), Court Appearance, etc. (*Annex A*)
5. **Daily Time Record (CSC Form No. 48) [DTR]** – refers to the employees' daily record of attendance generated by BTAS showing the Check-in, Break-out, Break-in and Check-out, approved leave/s, official business/seminar duly signed and certified by the employee and verified correct by the Head of Office/authorized Official. (*Annex B*)
6. **Application for Leave (CSC Form No. 6) [AFL]** – refers to the CSC prescribed form that an employee must accomplish for filing an application for leave. (*Annex C*)

IV. GENERAL GUIDELINES AND PROCEDURES

1. All revenue officials and employees are required to have an account in the ESS Module of BTAS. Each employee must use their Personnel Number (PERNR) as their username and create a personal password in the ESS.
2. Employees' password should contain not less than twelve (12) alpha-numeric characters. Employees are advised to change the initial password provided by the Personnel Division.
3. For new employees, the Personnel Division (PD) will create an employee profile in BTAS, register their fingerprints in the biometrics machines and generate the initial default password for ESS Access.
4. Employees in the National Office requesting for password reset for their BTAS Accounts should lodge their request thru the use of the Service Desk System. In case Service Desk System is not available, employees should accomplish BIR Form 0044 and submit the same to the SMD for validation.



5. The SMD after validating a request for password reset shall forward the same to the System Administration Section of the Data Warehousing and Systems Operations Division (DWSOD) for the issuance of a new default password.
6. For security purposes, only the Heads of Offices and Administrative Officer (AO) are required to have an account in the ERP Module of BTAS.
7. All employees are required to **file ONLINE** in the ESS:
 - applications for leave (AFL);
 - official business (OB);
 - Missing time-log entries;
 - Compensatory Time-off (CTO); and
 - Overtime (OT) services.
8. All employees must use the command keys of the biometrics machine
 - Check-in (F1)
 - Break-out (F2)
 - Break-in (F3)
 - Check-out (F4)
9. Employees on half-day are to use below command keys of the biometrics machines as they arrive and leave the office premises:
 - Half-day in the afternoon – Check-in (F1) and Break-out (F2)
 - Half-day in the morning – Break-in (F3) and Check-out (F4)
10. For all AFL generated/printed from BTAS, the Head of Office must approve/disapprove and sign the AFL. However, the processor from PD are no longer required to affix his/her signature in the Certificate of Leave Credits portion as the leave credits are already generated by the system itself.
11. Employees with no personal computers at their workstations may be allowed to use the computer of one of their officemates to access the ESS.
12. Employees with unreadable fingerprints shall temporarily use Bundy cards until the issuance of BTAS card which shall be tap to recognize the employee details.
13. The Regional Office may procure a higher specification biometrics system whether fingerprint scanning, face recognition or any other time recording machine, as long as the data output of said units must be compatible to BTAS of the National Office in reference to the attached specifications (Annex D) based on the approved Terms of Reference (TOR).
14. The following officials and employees are exempted from using biometrics machine and will only be required to manually log/record their daily attendance in the Daily Record of Attendance and correspondingly file their AFL, if any:
 - Commissioner of Internal Revenue (CIR)
 - Deputy Commissioner of Internal Revenue (DCIR)
 - Assistant Commissioner of Internal Revenue (ACIR)
 - Head Revenue Executive Assistant (HREA)
 - Chief of Staff (OCIR and ODCIR)
 - Regional Director (RD)
 - Assistant Regional Director (ARD)



- Other personnel as approved by the CIR due to the exigency of the service

The time-logs in the DTR on their daily attendance should contain the following:

- Check-in = 8:00 a.m.
- Break-out = 12:00 p.m.
- Break-in = 1:00 p.m.
- Check-out = 5:00 p.m.

Note: For BIR NO Officials, they shall file online application of leave thru ESS.

The DTR shall be generated by the corresponding AO showing the time-logs above.

15. All officials and employees in the National Office shall refer to the attached Procedures in the Right Usage of the Biometrics Time and Attendance System (Annex E) in connection with the use of the BTAS.

V. ROLES AND RESPONSIBILITIES

1. Personnel Division (PD)

- a. Register employees' fingerprints in BTAS;
- b. Create employee profile in the BTAS for all officials and employees which will contain the details (e.g. date of hiring, place of assignment, years of service, etc.) of their employment with this Bureau;
- c. Issue initial password in the ESS/ERP to new employees;
- d. Issue BTAS cards for employees with unreadable fingerprints;
- e. Update employee profile;
- f. Receive duly signed DTRs and SRAs of BIR-NO Offices and SRA of Regional Offices with all the required attachments;
- g. Post leave credits and maintenance of updated leave cards of all officials and employees;
- h. Monitor leave credits appearing at the ESS of employees;
- i. Tag days in ERP when a work suspension is declared in the system;
- j. Upload leave credits of employees who transferred from other government agencies based on the certificate of leave credits issued by the previous government employer and BIR personnel transferred from regional offices; and
- k. Inform the Data Warehousing and Systems Operations Division regarding employees who were separated from the service.

2. Systems Development Division (SDD)

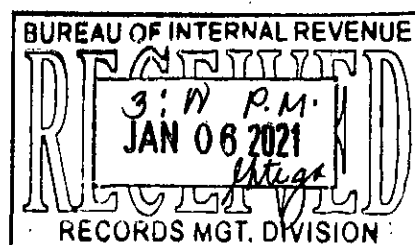
- a. Provide support in the resolution of system issues; and
- b. Alternate-in-charge in tagging days with suspension of work in the system in the absence of the Chief, Compensation and Benefits Section-Personnel Division.

3. Network Management and Technical Support Division – Help Desk (NMTSD)

- a. Record any hardware/network issues that will be raised by the users of the system;
- b. Resolve hardware/network issues raised by users; and
- c. Ensure the integrity of the local area network of the BIR.

4. Security Management Division (SMD)

- a. Monitor compliance on BIR information security policy and standards relative to BTAS;
- b. Conduct audit trail/investigation as required and submit the result/report of investigation to the Internal Investigation Division for appropriate action; and



- c. Receive and validate requests for Password Reset from employees assigned at the National Office whose ESS/ERP accounts were locked due to automatic system locking.

5. Data Warehousing and Systems Operations Division (DWSOD)

5.1 Database Administration Section

- a. Maintain and Secure the database of the BTAS;
- b. Implement database back-ups for purposes of recovery and/or restoration

5.2 System Administration Section

- a. Process system access rights and privileges of authorized BIR personnel in accordance with approved Security and Access Matrix for BTAS System;
- b. Process requests for password reset due to automatic system locking; and
- c. Process revocation of system access rights and privileges granted to BIR personnel due to the following:
 - Retirement/resignation
 - Transfer of place of assignment
 - Dormant account
 - Administrative cases
 - Death

6. Head of Office /Chief of Staff for Office of DCIR/CIR

- a. Review the generated DTR/SRA and validate all entries;
- b. Approval/Disapproval of AFL/OB/Missing Time-log Entries and OT Services/COC filed by the employees under his/her jurisdiction;
- c. Ensure the submission of DTR and SRA to PD/AHRMD on or before the 10th day of the following month with all the necessary attachments;
- d. Monitor the attendance of all employees in the Office;
- e. Report to the PD/AHRMD any employee that were separated, suspended or on AWOL; and
- f. Report to the IID/RID any employee who are habitually absent/tardy/undertime/loafing.

7. Administrative Officer

- a. Print DTR and SRA for signature of the Head of Office and employees; and
- b. Assist the Head of Office in monitoring the attendance of employees.

8. General Services Division

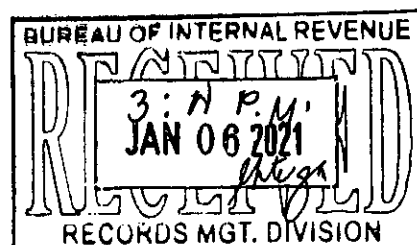
- a. Maintenance of biometrics machines; and
- b. Reporting of defective biometrics machines to the NMTSD.

9. Users of the BTAS (All officials and employees assigned at the National Office)

- a. Log to Service Desk System or Accomplish BIR Form 0044 and submit the same to the Security Management Division for password reset requests;
- b. Accomplish BIR Form 0044 for the revocation of system access to BTAS before separation from the service; and
- c. Observe the General Guidelines and Procedures mentioned in this Order.

10. Internal Investigation Division

- a. Receive Reports on Habitual Tardiness/Undertime/Loafing/Absences without Official Leave; and
- b. Issuance of Show-Cause Orders to erring employees.



VI. PENALTIES

1. Frequent unauthorized absences from duty during regular office hours and loafing:
1st offense - Suspension for six (6) months and one (1) day to one (1) year
2nd offense - Dismissal
2. Habitual Tardiness and Undertime:
1st offense - Reprimand
2nd offense - Suspension for one (1) to thirty (30) days
3rd offense - Dismissal
3. Non-compliance with the provisions of this RMO shall be a ground for administrative disciplinary action in accordance with CSC No. 30, series of 1989, to wit:

"The Head of each Office shall be liable for non-submission of the SRA on time and it shall be considered an administrative offense of Violation of Reasonable Office Rules and Regulations punishable under.

- | | | |
|-------------------------|---|----------------------|
| 1 st offense | - | Reprimand |
| 2 nd offense | - | Suspension 1-30 days |
| 3 rd offense | - | Dismissal." |

VII. REPEALING CLAUSE

All other revenue issuances which are inconsistent herewith are hereby repealed, modified or amended accordingly.

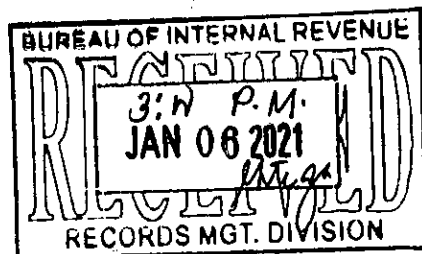
VIII. EFFECTIVITY

The use of BTAS shall be effective January 1, 2020.



CAESAR R. DULAY
Commissioner of Internal Revenue

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