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

October 16, 2015

REVENUE MEMORANDUM ORDER NO. 23-2015

SUBJECT : Availability of "Employee Matters" in the BIR Portal, Guidelines to its Access and Regular Updating of its Content

TO : All Revenue Officials and Employees

I. BACKGROUND

On August 1, 2014, the Bureau of Internal Revenue (BIR) launched its enhanced BIR Website (www.bir.gov.ph) that is compliant to the standard "look and feel" for government websites prescribed under Administrative Order (AO) No. 39 issued by President Benigno S. Aquino III on July 12, 2013.

In addition to the adoption of the standard "look and feel" for government websites, the use of prescribed Content Management System (CMS) was also mandated under the said AO for the regular posting/updating of contents. Toward this end, the BIR has issued Revenue Memorandum Order No. 31-2014 to specify the information for publication in the BIR Website, and prescribe the policies and responsibilities of concerned BIR offices to implement the regular updating of information published in the BIR Website.

However, said information that are currently posted in the BIR Website are public information that can be accessed by the Bureau's internal and external stakeholders. Internal information (dubbed as "Employee Matters") are purposely not included in the BIR Website since the same should be accessed only by BIR employees. For this reason, an "Employee Matters" portion shall be made available in the BIR Portal to revenue officials and personnel who have registered and logged on to the system. Initially, it will include the following information:

a. HR Policies on recruitment/promotion; compensation and benefits; performance evaluation; internal transfer; SALN/CPS submission and separation from BIR
b. BIR Personnel Forms (i.e. Personal Data Sheet, Clearance Forms, Application for Leave, etc.)
c. Training Schedules
d. Training Issuances/Scholarships
e. Gender & Development Program

II. OBJECTIVES

With the inclusion of an "Employee Matters" portion in the BIR Portal, this Order is being issued with the following objectives:

1. Specify the information to be posted under the "Employee Matters" portion of the BIR Portal and the corresponding owner of information in charge of regular updating of its contents;
2. Prescribe the guidelines on how revenue officials and personnel can register and log on to the BIR Portal to access the "Employee Matters" portion; and
3. Prescribe the policies and responsibilities of concerned BIR offices to implement the regular updating of information posted under the "Employee Matters" portion of the BIR Portal.

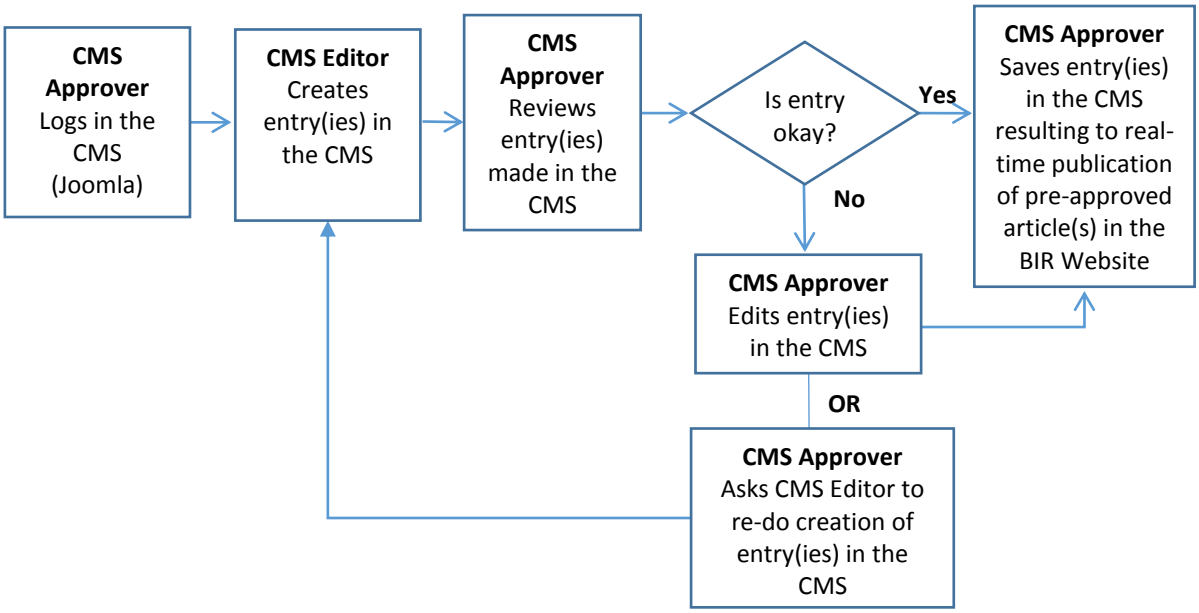
III. DEFINITION OF TERMS

1. Content Management System (CMS) - software (Joomla) used by identified Content Managers (CMS Editors and CMS Approvers) to create and edit entries for the publication in the BIR Website of pre-approved articles *(as specified in Annex A and explained in Section IV.3 of this Order).*

2. CMS Editors – appointed BIR personnel who create entries in the CMS for the posting of pre-approved articles in the BIR Website. This is done by inputting text and uploading soft copy of pre-approved documents or images as attachment.

3. CMS Approvers – designated BIR officials per identified office who review, edit and save the entries created by their respective CMS Editor(s) via the CMS for the publication of pre-approved articles in the BIR Website.

New CMS Process Flow



The content management process starts with the CMS Approver logging-in in the CMS (Joomla). Using Joomla, the CMS Editor then creates entry(ies) in the CMS for the posting of pre-approved article(s) in the BIR Website. The CMS Approver then reviews the entry(ies) made in the CMS in terms of accuracy, and edits it, if necessary. If major corrections are needed, the CMS Approver may ask the CMS Editor to re-do the creation of entry(ies) in the

CMS. Once the entry has been reviewed and verified to be accurate, the CMS Approver saves the entry(ies) in the CMS resulting to its real-time publication in the BIR Website.

IV. POLICIES

1. Heads and Asst. Heads of BIR offices identified as content owners in Annex A of this Order shall ensure the regular and timely updating of their assigned/owned information posted in the "Employee Matters" portion of the BIR Portal.

2. The designated CMS Approver and CMS Editor(s) of said offices shall use Joomla to publish new/updated articles in the BIR Portal. For this purpose, a CMS account has been created per concerned BIR office, which should be kept secure at all times by the CMS Approver.

3. Articles for posting in the BIR Portal should be reviewed and approved first by the respective head of office and Assistant Commissioner/Deputy Commissioner, where necessary, in order to ensure its accuracy. It shall be the responsibility of the CMS Approvers to ensure that only pre-approved articles are posted by their office in the BIR Portal.

4. Whenever there is a need to post/publish new information (information not yet currently posted) under the "Employee Matters" portion of the BIR Portal, the concerned BIR office shall make a formal request (using the form in Annex B) addressed to the Chief, Internal Communications Division (ICD). In the request, the following details shall be specified:

   a. Information for posting (hard and soft copies should be attached to the formal request);

   b. Name of designated CMS Editor; and

   c. Name(s) and telephone number(s) of contact person(s) in the office.

5. The Chief, ICD shall request the Systems Development Division (SDD) to create a new template in the CMS to implement the regular posting of said information in the "Employee Matters" portion of the BIR Portal and its succeeding updates by the office that made the request.

6. If there is a need to revise the presentation/layout of currently posted information in the BIR Portal, the concerned BIR office shall have to make a formal request addressed to the Chief, ICD indicating the details/specifications for the desired revision and the name(s) and telephone number(s) of contact person(s). The ICD, in turn, shall coordinate with the SDD for the revision of the affected CMS template.

7. In case of retirement, resignation, transfer to another office, or replacement of an office's CMS Editor, the head of office shall ensure the transfer of CMS technology to the identified replacement (new CMS Editor) at least two (2) weeks before the effectivity of retirement, resignation or transfer of the outgoing CMS Editor.

V. GUIDELINES TO ACCESS "EMPLOYEE MATTERS"

To be able to access the information on "Employee Matters" from the BIR Portal, revenue officials and personnel should register and log on to the system, through the login box to be made available in the BIR Website (www.bir.gov.ph), using the Password to be provided by the Systems Development Division. As a requirement for the issuance of Password, the following shall have to be undertaken by revenue officials and personnel:

1. Accomplish **BIR Form No. 0044 (Request for System Access**, attached as Annex C**)** by taking note of the following:

   - Place BIR e-mail address under **Item 8 (E-Mail Address)**.
   - Under **Item 9 (Type of Request)**, check *Regular Access*, then check *New Account.*
   - Leave **Item 11 (Log-in)** blank. The Username shall be provided by the Security Management Division.
   - Under **Item 13 (System/s Affected)**, write *"BIR Portal"*.

2. Read the **Acceptable Use Policy** (attached as Annex D) and sign the **Acknowledgement**.

3. Submit the accomplished **BIR Form No. 0044** duly signed by the Head of Office, together with the signed **Acceptable Use Policy Acknowledgement**, to the following offices:

   - For National Office Employees – Security Management Division
   - For Regional/District Office Employees – respective Revenue Data Center

Once the "Request for System Access" (BIR Form No. 0044) has been processed by the said offices, the same shall be forwarded to the Systems Development Division (SDD), for the creation of account and issuance of Password. The Web Administrator of SDD shall notify the Requester, thru e-mail, once his/her Password to access the "Employee Matters" portion of the BIR Portal is available.

Upon receipt of the Password, the Requester (BIR official/employee) can then register and log on to the BIR Portal (through the login box in the BIR Website) and start accessing information available in the "Employee Matters" portion.

VI. ROLES AND RESPONSIBILITIES

Concerned BIR Offices (Owners of Information specified in Annex A)

A. Designated CMS Editor

1. Post the article(s) approved for publication in the "Employee Matters" portion of the BIR Portal using the Content Management System (CMS) <u>within the day of receipt of soft copy of article</u>.

2. Prompt the CMS Approver to review the article(s) created in the CMS.

3. Make necessary revisions in the article(s), where necessary.

B. Designated CMS Approver

1. Oversee the preparation of article(s) to regularly update the owned information in the "Employee Matters" portion of the BIR Portal, and submit the same to the respective Assistant Commissioner and Deputy Commissioner (where necessary), for review and approval.

2. Log in to the CMS and ask CMS Editor to create article(s) for posting in the BIR Portal, which are owned or assigned to the office per Annex A of this Order.

3. Review/check the article(s) created by the CMS Editor in the CMS in terms of its form (spelling, consistency of format, font, etc.) and correctness of attachment (if any), and make necessary correction(s) or publish it, as the case may be.

4. Submit a formal request to the Internal Communications Division (ICD) in case of the following:
   a. Need to post/publish new information in the "Employee Matters" portion of the BIR Portal - the form in Annex B shall be used for this purpose
   b. Need to revise the presentation/layout of currently posted information in the BIR Portal - the details/specifications for the desired revision(s) and the name(s) and telephone number(s) of contact person(s) shall have to be indicated in the request

5. Prepare a memorandum addressed to the Chief, ICD communicating any change(s) in their office's CMS Editor/Approver within fifteen (15) days from the date of reporting of new CMS Editor/Approver.

Internal Communications Division

1. Evaluate the requests for publication of new information in the BIR Portal as well as requests for revision of presentation/layout of currently posted information in the BIR Portal forwarded by other BIR offices.

2. Forward to the Chief, Systems Development Division the abovementioned requests with corresponding instruction/recommendation on its placement in the BIR Portal.

3. Maintain a list of all CMS Editors and CMS Approvers in the BIR.

4. Provide coaching for newly-designated CMS Editors/Approvers on the CMS, as necessary.

Systems Development Division

1. Develop new CMS templates for the new information requested for regular publication in the "Employee Matters" portion of the BIR Portal, and test them prior to deployment.

2. Revise CMS templates based on the specifications provided by the owner/source of information, and test them prior to deployment.

VII. REPEALING CLAUSE

This Order supplements Revenue Memorandum Order No. 31-2014 and supersedes all revenue issuances or portions thereof inconsistent herewith.

VIII. EFFECTIVITY

This Order takes effect immediately.

(Original Signed)
KIM S. JACINTO-HENARES
Commissioner of Internal Revenue

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