

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

June 26, 2018

**REVENUE MEMORANDUM ORDER NO. 36-2018**

SUBJECT : **Amending Pertinent Provisions of Revenue Memorandum Order (RMO) No. 36-2013 re: Strategic Recruitment and Selection Process, as amended by RMO No. 68-2016 re: Delegation of Authority for Recruitment in the Regional Offices and other processes**

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

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**I. OBJECTIVES**

This Order is being issued to amend pertinent provisions of RMO No. 36-2013 re: Strategic Recruitment and Selection Process, as amended by RMO No. 68-2016 re: Delegation of Authority for Recruitment in the Regional Offices, in order to expedite filling-up of job vacancies to augment the number of manpower in the different offices of the Bureau of Internal Revenue in support to the attainment of the collection goal.

**II. AMENDATORY PROVISIONS**

1. The provisions under item IV. Definition of Terms of RMO No. 36-2013, as amended by RMO No. 68-2016, are further amended to read as follows:

xxx      xxx      xxx

**"IV. DEFINITION OF TERMS**

xxx      xxx      xxx

**Blacklisting** – the act to permanently exclude the applicant/s to be formally employed in the Bureau due to any of the following reasons:

- FALSIFICATIONS/MISREPRESENTATIONS stated on the submitted documents; and
- CHEATING during the pre-employment examination

Applicants who failed the pre-employment examinations may be allowed to re-take the examinations after the lapse of **one (1) year** from the date of examinations.

e.g. date of examination      August 1, 2016  
date of re-examination      August 1, 2017

**Active pool** – candidates who PASSED the pre-employment examination and underwent interview whose application are valid for five (5) years from the date of examination.

xxx      xxx      xxx"

2. The provisions under Item V (15) of RMO No. 36-2013 is hereby amended to read as follows:

"V. POLICIES

xxx      xxx      xxx

15. Applicants who failed the pre-employment examination may be allowed to re-take the examinations after the lapse of one year from the date of examinations. Re-taking of examination shall be allowed only once a year.

xxx      xxx      xxx

3. The provisions under Item VI. D. 2. Guidelines and Procedures are hereby clarified and amended to read as follows:

"VI. GUIDELINES AND PROCEDURES

xxx      xxx      xxx

**D.2. Receive application documents from applicants**

1. Three (3) copies Personal Data Sheet (PDS) duly signed with passport size picture and thumbmark
2. Three (3) passport sized pictures (for 201 file)
3. Three (3) duly accomplished Statement of Relatives Form (Annex A)
4. Certified True Copy of Diploma and Transcript of Records (all courses) and two photocopies
5. If Civil Service exam passer, two (2) Authenticated copies and a photocopy of Civil Service Certificate of Eligibility
6. If board passer, two (2) Authenticated copies and a photocopy of board rating and three (3) photocopies of valid Professional Regulation Commission (PRC) ID
7. If Bar passer, three (3) photocopies of bar rating and Certificate of Membership in the Philippine Bar
8. For Re-employment: Valid Ombudsman Clearance, Photocopy of District/Regional/National Office Clearance, whichever is applicable
9. Three (3) accomplished Reference Released Waiver Form (Annex B)

### **III. REPEALING CLAUSE**

All revenue issuances or pertinent portions thereof inconsistent herewith are hereby modified, amended or repealed accordingly.

### **IV. EFFECTIVITY**

This Order shall take effect immediately.

(Original Signed)  
**CAESAR R. DULAY**  
Commissioner of Internal Revenue