



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

APR 03 / Quezon City

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February 21, 2024

REVENUE MEMORANDUM ORDER NO. 13-2024

Subject : Guidelines and Procedures on the Use of Application for Employment Tracking System (AETS)

To : All Revenue Officials and Employees Concerned

I. BACKGROUND

Pursuant to Executive Order (EO) No. 14, s. 2023 re: Approving and Adopting the Philippine Development Plan (PDP) for the Period 2023-2028 and Revenue Memorandum Order (RMO) No. 27-2020, which provides for the BIR Digital Transformation Roadmap 2020-2030, the Bureau of Internal Revenue (BIR) is embarking on a major initiative to transform its existing services to continuously meet the needs and goals of the agency in the area of digitalization, and to cater to its clients, not only the taxpayers, but also its applicants who are interested to be part of the organization. The recruitment process of the agency needs to be transformed digitally to facilitate the submission of employment applications and the needed documentary requirements.

The Human Resource Development Service (HRDS), through the Personnel Division (PD), in collaboration with the Information Systems Group (ISG) has initiated the development of an Application for Employment Tracking System (AETS), a web-based application system that aims to streamline the Bureau's hiring and recruitment processes. This measure is also part of the bureau's Recruitment, Selection and Placement System (RSPS) under the Human Resource Information System (HRIS) Project of the BIR Digitalization Program for Enhancing Administration and Support Services of BIR.

II. OBJECTIVES

This Order is issued to:

1. Prescribe policies and guidelines on the effective implementation of the AETS in accordance with the BIR Digital Transformation Program.
2. Provide applicants a platform to view and access the list of employment vacancies of the Bureau, encode necessary details needed for their application, and submit documentary requirements.
3. Align the bureau's RSPS with the country's PDP.

III. SCOPE

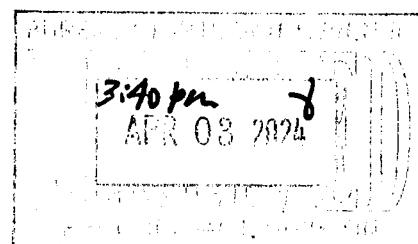
The policies, guidelines and procedures shall cover the BIR's entry level RSPS nationwide as prescribed in RMO Nos. 36-2013, 68-2016, and 36-2018.

IV. DEFINITION OF TERMS

- 1. Application for Employment Tracking System (AETS)** – is a web-based application system that aims to streamline the BIR's hiring and recruitment process.
- 2. Qualification Standards (QS)** – is a statement of the minimum qualifications for a position that includes education, experience, training, civil service eligibility, and physical characteristics and personality traits required in the performance of the job.
- 3. Forced-Rank List-1 (FRL 1)** – is a list of eligible applicants ranked according to their employment test result, consolidated interview rating, and eligibility rating, if applicable, who are for consideration to a particular position.
- 4. Equal Employment Opportunity Principle (EEOP)** - asserts that all people should have the right to work and advance on the basis of merit, fitness and equality, regardless of their race, sex, color, religion, disability, national origin, or age.

V. POLICIES AND GUIDELINES

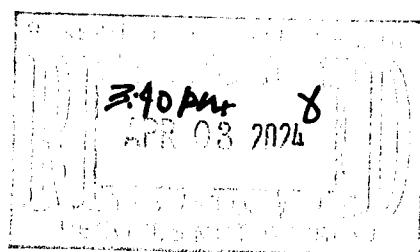
1. The BIR is unrelenting in its efforts to implement its Digital Transformation Program, which aims to streamline and transform its major processes to enhance its operations and performance.
2. The AETS is an important tool to promote and implement digital recruitment and hiring of employees in the Bureau.
3. Access to AETS shall be granted to Authorized Users only as defined in the approved Security Access Matrix (SAM).
4. AETS and its users must ensure that data of the applicants are protected in accordance with the Data Privacy Act of 2012 (RA 10173).
5. All technical related issues regarding the AETS shall be reported to Systems Development Division (SDD) and PD for policy/business issues, through the BIR Service Desk for proper documentation, monitoring, and resolution.
6. The EEOP shall be observed at all times.
7. Refer to the attached Job Aid (*Annex A*) in connection with the use of the AETS.



VI. ROLES AND RESPONSIBILITIES

For National Office:

- A. The Career Management Section, Personnel Division (CMS, PD) shall:**
1. Provide the BIR Employment Application Form QR Code (*Annex B*) and link to applicants;
 2. Receive the hard copies of application documents from walk-in applicants and encode the details in the AETS. For online applicants who accomplished the BIR Employment Application Form, they shall receive an email to send a scanned copy of their application documents to the official BIR Recruitment email of the National Office at: recruitment@bir.gov.ph;
 3. Pre-screen/evaluate all received online and walk-in applications based on Civil Service Commission's (CSC) minimum QS, and tag in the system whether the QS are met or not;
 4. Schedule the final list of examinees for pre-employment examination and encode examination details in the system such as date, time, and venue. Applicants qualified to take the examination shall receive the pre-employment examination schedule and other necessary details through their registered email address;
 5. Conduct Pre-Employment Orientation and Examination;
 6. Check the Pre-Employment Examination and encode examination results in the AETS;
 7. Generate Employment Test Results (ETR) (*Annex C*) and Summary List (*Annex D*);
 8. Tag in the AETS if the applicant has a passed or failed status in the examination. The applicant shall receive an email regarding the result of their examination. In addition, the Character Reference Form (*Annex E*) will be sent to the passed applicant's references email address;
 9. Coordinate the schedule of interview with the panel of interviewers;
 10. Encode in the AETS the interview details such as the date, time, and venue. Applicants shall receive an email invitation regarding their interview schedule. Interviewers shall likewise receive a Notice of Meeting through their email address;
 11. Provide the interviewers a copy of application documents, ETR and Interview Rating Sheet of applicants for interview;
 12. Receive the accomplished interview ratings from the interviewers;



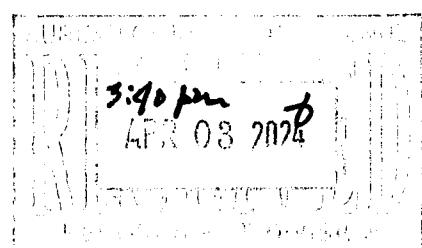
13. Encode applicant's interview scores and other important remarks from the interviewers in the AETS; and,
14. Receive and ensure the correctness of the interview consolidation sheets (*Annex F*) prior to generation of FRL1 (*Annex G*).

B. Data Warehousing and Systems Operations Division (DWSOD) shall:

1. Grant access to AETS users; and,
2. Provide requested list of users to Security Management Division (SMD) and Revenue Data Center (RDC) as requested.

For Revenue Regions:

- A. The Administrative and Human Resource Management Division (AHRMD) shall:**
1. Provide the BIR Employment Application Form QR Code (*Annex B*) and link to applicants;
 2. Receive the hard copies of application documents from walk-in applicants and encode the details in the AETS. For online applicants who accomplished the BIR Employment Application Form, they shall receive an email to send a scanned copy of their application documents to the official BIR Recruitment email of their preferred regional office's AHRMD;
 3. Pre-screen/evaluate all received online and walk-in applications based on CSC's minimum QS, and tag in the system whether the QS are met or not;
 4. Generate and submit List of Qualified Applicants (LQA) (*Annex H*) to CMS, PD every 10th day of the succeeding month. The CMS, PD shall verify the submitted LQA for the final list of examinees;
 5. Coordinate with the CMS, PD for the schedule of conduct of the pre-employment examination. Applicants qualified to take the examination shall receive the pre-employment examination schedule and other necessary details through their registered email address;
 6. Coordinate the schedule of interview with the panel of interviewers;
 7. Encode in the AETS the interview details such as the date, time, and venue. Applicants shall receive an email invitation regarding their interview schedule. Interviewers shall likewise receive a Notice of Meeting through their email address;
 8. Send Character Reference Form (*Annex E*) to the registered email address of applicant's references once the applicant passed the exam;



9. Provide the interviewers a copy of application documents, ETR and Interview Rating Sheet of applicants for interview;
10. Receive the accomplished interview ratings from the interviewers;
11. Encode applicant's interview scores and other important remarks from the interviewers in the AETS; and,
12. Generate interview consolidation sheets and forward a copy of interview consolidation sheets to CMS, PD.

VII. REPEALING CLAUSE

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

VIII. EFFECTIVITY

This Order shall take effect immediately.



ROMEO D. LUMAGUI, JR.
Commissioner of Internal Revenue

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