



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE

OF INTERNAL REVENUE  
2018 MCT DIVISION

JAN 17 2018

9:45am

**R E C E I V E D**

November 24, 2017

**REVENUE MEMORANDUM ORDER NO. 5-2018**

**TO** : All Revenue Officials and Employees

**SUBJECT** : Nomination/Application to Act as Resource Person for Trainings/Seminars/Briefings or as Subject Matter Expert (SME) for the Competency-Based Human Resource Program of the BIR

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**I. Background**

In recognition of the efforts of BIR personnel who have unselfishly shared their knowledge to the Bureau by acting as Lecturers/Subject Matter Experts in their specialized field, Revenue Memorandum Order (RMO) No. 10-2017 or the Guidelines and Procedures on the Selection of Candidates for Promotion took into account Membership in BIR Trainer's Pool as one of the factors to be considered for promotion purposes. A maximum of 10 points has been allotted for employees who have rendered services as part of the "BIR's Pool of internal trainers /facilitators/subject matter experts (SMEs), validators of training materials, conducts programs for competency (basic, specialized, advance and other training programs) and basic leadership development".

As the BIR moves toward being a Competency-Based Human Resource organization, it is imperative to expand the membership of the Trainer's Pool. In line with the Equal Opportunity Principle (EOP) enshrined in the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) of the Civil Service Commission (CSC), BIR employees who will meet the qualifications herein set forth are encouraged to apply for membership in the Trainer's Pool.

**II. Policies, Guidelines and Procedures**

1. All BIR personnel who are appointed / designated to the following positions may apply or be nominated by the Head of Office where he/she is assigned to act as lecturer or be an SME:
  - 1.1. Section Chief
  - 1.2. Assistant Division Chief
  - 1.3. Division Chief
2. Applications for membership in the Trainer's Pool must be favorably endorsed by the Heads of Offices where the applicants are assigned stating the following facts:
  - 2.1. Name
  - 2.2. Position

- 2.3. Number of years in the present position
- 2.4. Field where Applicant is applying to act as Lecturer/Resource Speaker/SME
- 2.5. Current and Past duties and Responsibilities
- 2.6. Date when applicant attended the Training of Trainers and/or Presentation Skills Workshop
- 2.7. Favorable endorsement by the Head of Office
  
- 3. Employees who intend to become Lecturers/Resource Speakers/SMEs but have not attended the Training of Trainers (TOT) and / or Presentation Skills Workshop may write the Human Resource Development Service (HRDS), Attention: Training Delivery Division (TDD) that he/she be included in the TOT and / or Presentation Skills Workshop.

Heads of Offices may likewise request the TDD thru the HRDS that their nominees be included in the TOT and / or Presentation Skills Workshop.

- 4. The TDD shall make a written evaluation of the capabilities / expertise / presentation skills of applicants for Lecturers / Resource Speakers / SMEs. Only applicants / nominees who have passed the TOT / Presentation Skills Workshop shall be allowed to act as Resource Speakers in trainings.

The Training Management Division (TMD) and the TDD shall come up with an Evaluation Plan for the Trainers/SMEs. The Evaluation Report shall make a recommendation as to whether the applicant / nominee has the necessary expertise and skills to act as a Trainer / SME.

- 5. Heads of Offices are required to submit not later than the 15<sup>th</sup> day of January and July of each year a list of nominees who will act as Lecturers/Resource Speakers/SMEs together with the document / matrix mentioned in Item No. 2 hereof.
- 6. All applicants / nominees must have attended the Training of Trainers and / or Presentation Skills Workshop before their applications / endorsements are submitted to the HRDS, Attn.: TDD. Attendance to the TOT/Presentation Skills Workshop shall be considered for Lectureship/Resource Speaker/SME designation.
- 7. Once an employee becomes a member of the Trainer's Pool and in order to be qualified to earn the maximum allowable 10 points for promotion purposes, the provisions of Section III (7.7) of RMO No. 10-2017 shall be followed as to the number of points earned, thus:

**"7.7. Membership in BIR Trainer's Pool – 10 points**

XXX

10 pts - at least 3 conducts/facilitated for the immediately preceding Semester;

- At least 1 training module reviewed/validate

5 pts - 2 conducts/facilitated for the immediately preceding Semester

Maximum points not to exceed 10 points.

XXX"

DEPARTMENT OF INTERNAL REVENUE  
BIR MGT. DIVISION

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**III. Repealing Clause**

All revenue issuances or portion/s thereof inconsistent herewith are hereby amended and superseded accordingly.

**IV. Effectivity**

This Order shall take effect immediately.



**CAESAR R. DULAY**

Commissioner of Internal Revenue

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DEPARTMENT OF INTERNAL REVENUE  
TAX AND MGT. DIVISION

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