

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

June 1, 2017

**REVENUE MEMORANDUM ORDER NO. 15-2017**

**SUBJECT:** Addition of Content to the BIR Employees Portal and Revision of Guidelines to Access its Content

**TO:** All Revenue Officials and Employees

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**I. BACKGROUND**

On October 2015, an “Employee Matters” portion was made available in the BIR Portal for exclusive access by BIR officials and personnel. The information posted under the “Employee Matters” portion and the corresponding owner of information in charge of regular updating of its contents were defined under Revenue Memorandum Order (RMO) No. 23-2015, including the guidelines on how revenue officials and personnel can register and log on to the BIR Portal to access its content.

The guidelines, however, to access the “Employee Matters” portion, as prescribed in RMO No. 23-2015, is deemed tedious - from the accomplishment and submission of BIR Form No. 0044 (Request for System Access) to creation of account and issuance of Password. To facilitate the process of giving access to revenue officials and personnel to the content of the BIR Employees Portal, the Information Systems Group, through its Systems Development Division (under the Information Systems Development and Operations Service), has developed a system to make access to the BIR Employees Portal TIN-based.

The content of the BIR Employees Portal was also expanded to include matters related to operations, legal and information security that are of great significance to all revenue officials and personnel.

**II. OBJECTIVES**

With the development of the system for TIN-based access to the BIR Employees Portal, this Order is being issued to attain the following objectives:

1. Specify the additional information to be posted in the BIR Employees Portal and the corresponding owner of information in charge of regular updating its content;

2. Prescribe the revised guidelines on how revenue officials and personnel can log on to the BIR Employees Portal; and
3. Prescribe the policies and responsibilities of concerned BIR offices to implement the regular updating of information posted in the BIR Employees Portal.

### **III. POLICIES**

1. Information that are considered for internal consumption/use by BIR officials and personnel shall be posted on a regular basis in the BIR Employees Portal. Said information are the following:
  - a. Operations Memorandum
  - b. Internal Legal Matters – Rulings and DOF Decisions on Appealed BIR Rulings
  - c. Information Security matters
  - d. Job Aids
  - e. HR Policies on recruitment/promotion; compensation and benefits; performance evaluation; internal transfer; SALN/CPS submission and separation from BIR
  - f. BIR Personnel Forms (i.e. Personal Data Sheet, Clearance Forms, Application for Leave, etc.)
  - g. Training Schedule
  - h. Training Issuances/Scholarships
  - i. Gender & Development Program
  - j. BIR Employee Benefits

Other internal information not included in the above list that are considered relevant to BIR officials and personnel (i.e. manuals, etc.) may also be posted in the BIR Employees Portal following the procedures in No. 5.

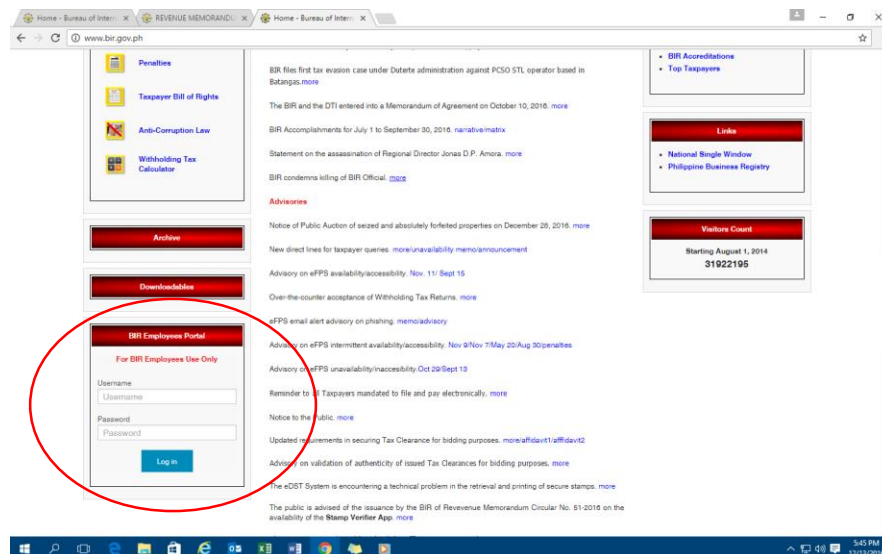
2. Heads and Asst. Heads of BIR offices identified as content owners in Annex A of this Order shall ensure the regular and timely updating of their assigned/owned information posted in the BIR Employees Portal.
3. The designated CMS Approver and CMS Editor(s) of said offices shall use Joomla to publish new/updated articles in the BIR Portal following the process flow specified in Section III of RMO No. 23-2015. 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.
4. Articles for posting in the BIR Employees 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 Employees Portal.
5. Whenever there is a need to post/publish new information (information not yet currently posted) in the BIR Employees Portal, the concerned BIR office shall make a formal request (using the form

in Annex B) addressed to the Chief, Internal Communications Division (ICD) specifying the following details:

- 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.
6. 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 BIR Employees Portal and its succeeding updates by the office that made the request.
  7. If there is a need to revise the presentation/layout of currently posted information in the BIR Employees 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.
  8. 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.

#### IV. REVISED GUIDELINES TO ACCESS BIR EMPLOYEES PORTAL

To be able to access the information on the BIR Employees Portal, revenue officials and personnel should log on to the system through the login box available in the home page of the BIR Website ([www.bir.gov.ph](http://www.bir.gov.ph)). (see screenshot below)



For the Username, revenue personnel shall just have to type their name (as reflected in the BIR Payroll/employee's payslip, minus the suffix {Jr., II, III, etc.} and apostrophe) in the space provided using the following format:

Username: firstname.mi.lastname or firstname.secondname.thirdname.mi.lastname

Examples:

Juan Two Three – juan.t.three

Ma. Juana Dela Cruz Dela Torre – ma.juana.dc.dela.torre

Grace Roxas Santiago-Duterte – grace.r.santiago-duterte

De'wayne O'neal Bryant Jr. – dewayne.o.bryant

For the Password, revenue personnel shall just have to type their 9-digit Taxpayer Identification Number (TIN i.e. 123456789) in the space provided, then press the “Log in” button to access the BIR Employees Portal. The “Employee Matters” tab will appear on the topmost portion of the BIR Website. *(see screenshot below)*



## V. TRANSITORY PROVISION

The TIN-based access to the BIR Employees Portal is initially applicable to revenue personnel that are in the BIR Payroll as of October 31, 2016. BIR employees that are not in the Bureau's Payroll as of said period, such as new employees who reported starting November 2, 2016 and onwards and those

who have less than five (5) days of Vacation Leave who were removed from the BIR Payroll as of said cutoff date, cannot, for the meantime, access the BIR Employees Portal using their TIN.

In view of the foregoing, the Chief, Personnel Division shall provide (in hard and soft copies) to the Chief, Systems Development Division (SDD) within fifteen (15) days from issuance of this Order a **List of BIR Personnel Who Were Newly-Included in the BIR Payroll** (with the corresponding TIN indicated), as well as the **List of BIR Personnel Who Were Separated from the Revenue Service** (due to retirement, resignation, removal and transfer to another government office), both for the period November 1, 2016 to May 31, 2017.

Thereafter, the Chief, Personnel Division shall regularly provide (in hard and soft copies) to the Chief, SDD the said Lists of personnel on a monthly basis (not later than every 15<sup>th</sup> day of the month covering newly-included/separated BIR personnel from the previous month), for inclusion/deletion in the database of BIR employees that can use the TIN-based access to the BIR Employees Portal.

## **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 BIR Employees Portal using the Content Management System (CMS) within the day of receipt of soft copy of article.
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 BIR Employees 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 Employees 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 BIR Employees 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 Employees 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 Employees Portal as well as requests for revision of presentation/layout of currently posted information in the BIR Employees 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 Employees 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.

### **Personnel Division**

1. Provide (in hard and soft copies) to the Chief, Systems Development Division every 15<sup>th</sup> day of the month the **List of BIR Personnel Who Were Newly-Included in the BIR Payroll** and the **List of BIR Personnel Who Were Separated from the Revenue Service**, as specified in Section V (Transitory Provision) of this Order.

### **Systems Development Division**

1. Develop new CMS templates for the new information requested for regular publication in the BIR Employees 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.
3. Based on the **List of BIR Personnel Who Were Newly-Included in the BIR Payroll/List of BIR Personnel Who Were Separated from the Revenue Service** provided by the Personnel Division, create/delete account for access to the BIR Employees Portal for newly-included/separated revenue personnel.

## **VII. REPEALING CLAUSE**

This Order supersedes Section V (Guidelines to Access “Employee Matters”) of Revenue Memorandum Order No. 23-2015 and all revenue issuances or portions thereof inconsistent herewith.

## **VIII. EFFECTIVITY**

This Order takes effect immediately

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

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