



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

BUREAU OF INTERNAL REVENUE
Department of Finance
Philippines

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February 19, 2018

REVENUE DELEGATION AUTHORITY ORDER NO.

3-2018

SUBJECT : Signatory of Civil Service Form No. 2, Revised 2017 or Report on Appointments Issued (RAI) to be submitted to the Civil Service Commission

TO : All Internal Revenue Officials, Employees and Others Concerned

In line with the implementation of the Civil Service Commission (CSC) Resolution No. 1701009 dated June 16, 2017 or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) which prescribed the use of the new CSC Forms effective January 3, 2018 and to further expedite the submission of documents pertinent to the issuance of appointments to the CSC-Field Office, please be informed that the authority to sign Civil Service Form No. 2, revised 2017 or the *Report on Appointments Issued* (RAI) (Annex A) is hereby delegated to the Deputy Commissioner, Resource Management Group (DCIR-RMG) in the National Office and to the Regional Directors in the Regional Offices.

Upon signing of the RAI by the authorized official, the Personnel Division (PD) in the National Office and the Administrative and Human Resource Management Division (AHRMD) of the Regional Offices which do not have final action on appointments shall be responsible in making the necessary arrangements to submit the RAI with the complete attachments to the CSC-FO located in the BIR National Office on or before the prescribed deadline. On the other hand, for the Regional Offices which have final action on appointments, the RAI shall be submitted to their respective CSC-FOs on or before the prescribed deadline.

All other issuances or portions thereof not consistent with this Order are hereby repealed or amended accordingly.

This Order shall take effect immediately.

Caesar R. Dulay
CAESAR R. DULAY
Commissioner of Internal Revenue

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