LIST OF JOB VACANCIES AND STEPS ON HOW TO APPLY FOR A JOB

The Bureau of Internal Revenue is inviting applicants to be part of government service to experience the challenging world of taxation, to have an opportunity to interact with various stakeholders and be able to contribute their share in nation building with their work in the government service.

List of Requirements for Employment Application:

1. **Application Letter**
   - Be sure to indicate position applied, preferred place of assignment (National Office or Regional Office) email address and contact number.
   - **(NOTE: ITEMS FOR RE-APPOINTMENT AND PROMOTION ARE NON-ENTRY LEVEL POSITIONS)**

2. 2 sets of **accomplished PERSONAL DATA SHEET (PDS)** click here

3. 2 **AUTHENTICATED COPIES** of Diploma

4. 2 **AUTHENTICATED COPIES** of Transcript of Records (TOR)

5. 2 **AUTHENTICATED COPIES** of Civil Service Eligibility (if Civil Service Eligible)
   - **(for Civil Service Eligible please bring your original certificate at Civil Service Office and two valid IDs to get an authenticated copy of your eligibility)**

6. For RA 1080 Eligible (CPAs and/or other board passers):
   - 2 photocopies of Board Rating
   - 2 photocopies of renewed PRC License

7. For BAR passers:
   - 2 photocopies of Certificate of BAR Membership
   - 2 photocopies of Certificate of BAR Rating

8. 2 copies of accomplishe d Statement of Relatives form click here

9. 2 copies of accomplished Reference Release Waiver click here

10. For re-employment:
    - Valid Ombudsman Clearance
    - Photocopy of District/Regional/National Office Clearance, whichever is applicable

**Note:** Only those applicants who will submit the COMPLETE SET OF REQUIREMENTS will be scheduled and called up for the BIR Pre-Employment Examination.

For **National Office Applicants**, you may submit the above mentioned documents personally or send thru courier at:

**CAREER MANAGEMENT SECTION**

7TH Floor, Personnel Division, BIR National Office Building
Agham Road, Diliman, Quezon City 1100

For inquiries, you may call us at 925-2039 or email us at bir.cms.recruitment@gmail.com
For Regional Office Applicants, you may submit your application directly to the Chief, Administrative and Human Resource Management Division:

Revenue Region No. 1 CALASIAO, PANGASINAN
2nd & 3rd Floor, BIR Building
Mc Arthur Hi-way, Calasiao, Pangasinan
Tel No. : (075) 517-66-06

Revenue Region No. 2 CORDILLERA ADMINISTRATIVE REGION
No. 69 Leonard Wood Road, Baguio City 2600
Tel No. : (074) 443-58-50

Revenue Region No. 3 TUGUEGARAO, CAGAYAN
No. 11 Pagayaya Street, Regional Government Center Carig Sur, Tuguegarao City
Tel No. : (078) 304-02-25

Revenue Region No. 4 SAN FERNANDO, PAMPANGA
BIR Bldg. Capitol Compound
Sto. Niño, San Fernando, Pampanga
Tel No. : (045) 963-56-64

Revenue Region No. 5 CALOOCAN, METRO MANILA
No. 140, Barrio Calaan, EDSA, Caloocan City
Tel No. : (02) 294-08-41

Revenue Region No. 6 MANILA
BIR Regional Office Bldg.
Tuazon Bldg., Solana cor Beatrico, Intramuros, Manila
Tel No. : (02) 567-40-56

Revenue Region No. 7 QUEZON CITY
BIR Regional Office Building
Quezon City
Tel No. : (02) 413-51-20

Revenue Region No. 8 MAKATI
BIR Regional Office Building
313 Sen. Gil Puyat Avenue,
Makati City
Tel No. : (02) 856-67-81 / 856-67-90

Revenue Region No. 9A – CABAMIRO, STO. TOMAS, BATANGAS
3/F Lianas Junction Plaza, Poblacion 4,
Sto. Tomas, Batangas, 4234
Tel No. :
REPUBLIC OF THE PHILIPPINES
BUREAU OF INTERNAL REVENUE

Revenue Region No. 9B – LAQUEMAR, SAN PABLO CITY
Maharlika Highway, Brgy. San Nicolas, San Pablo City
Tel No.: (049) 562-38-28

Revenue Region No. 10 LEGASPI CITY
BIR Bldg. Camia St. Imperial Court Subd.
Legazpi City
Tel No.: (052) 214-34-87

Revenue Region No. 11 ILOILO CITY
BIR Building, M.H. Del Pilar St.
Molo, Iloilo City
Tel No.: (033) 335-81-01

Revenue Region No. 12 BACOLOD CITY
BIR Regional Office Building
Jocson-P. Henares St. Extension Brgy. Taculing, Bacolod City
Tel No.: (034) 446-39-26

Revenue Region No. 13 CEBU CITY
BIR Regional Office Bldg., Archbishop Reyes Avenue
Cebu City
Tel No.: (032) 232-11-85

Revenue Region No. 14 TACLOBAN CITY
BIR Regional Office Building
Government Center
Candahug Palo, Leyte
Tel No.: (053) 524-94-40

Revenue Region No. 15 ZAMBOANGA CITY
BIR Building, Petit Barracks
Zamboanga City
Tel No.: (062) 991-68-38

Revenue Region No. 16 CAGAYAN DE ORO CITY
BIR Regional Office Bldg., West Bound Terminal, Butuan
Cagayan de Oro City
Tel No.: (08822) 737-631
(08822) 725-609

Revenue Region No. 17 BUTUAN CITY
BIR Regional Office Building
J. Rosales Avenue, Butuan City
Tel No.: (085) 815-15-87
REPUBLIC OF THE PHILIPPINES
BUREAU OF INTERNAL REVENUE

Revenue Region No. 18 COTABATO CITY
BIR Bldg., Brgy. Concepcion, National Hi-Way, Koronadal City
Tel/Fax: (083) 228-10-04

Revenue Region No. 19 DAVAO CITY
BIR Regional Office Building Bolton Extension, Davao City
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<td>RDO No. 58, Oriental Mindoro</td>
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<td>9 RRRA</td>
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<td>Administrative Assistant III (Computer Operator II)</td>
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