ACIR Norma Lipana  
Officer-in-Charge  
Resource Management Group  
Bureau of Internal Revenue  
Agham Road, Diliman, Quezon City

Dear ACIR Lipana:

This is in reply to your letter of April 29, 2004, informing the Commission that the Bureau of Internal Revenue will adhere to the policies embodied in CSC Memorandum Circular No. 12, s. 2003.

In reference to the qualification standards of Revenue Officer I, II, III and IV, please be informed that in 1997 Revised Qualification Standards the requirements prescribed in the manual are as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Officer IV</td>
<td>BS degree relevant to the job</td>
<td>8 hours of relevant training</td>
<td>2 years of relevant training</td>
<td>CS Professional/ 2nd Level Eligibility</td>
</tr>
<tr>
<td>Revenue Officer III</td>
<td>-do-</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience</td>
<td>-do-</td>
</tr>
<tr>
<td>Revenue Officer II</td>
<td>-do-</td>
<td>None required</td>
<td>None required</td>
<td>-do-</td>
</tr>
<tr>
<td>Revenue Officer I</td>
<td>-do-</td>
<td>None required</td>
<td>None required</td>
<td>-do-</td>
</tr>
</tbody>
</table>

Accordingly, Item No. 2 Part I of CSC MC No. 12, s. 2003 Revised Policies on Qualification Standards, “Agencies are encouraged to set specific or higher standards for their positions. These standards shall be submitted to the Commission for approval and once approved, they shall be adopted by the Commission as qualification standards in the attestation of appointments of the agency concerned.”

As we have been noted that the 1996 Qualification Standards for the position of Revenue Officers I, II, III & IV of that office has not been approved
by the Civil Service Commission, please submit the same together with its appendices to conform with above-mentioned revised policies:

- CS Form 58 (Working Sheet on QS)

- Position Description Form of Revenue Officers I, II, III and IV in the following Offices/Group:
  
  - Assessment Group
  - Collection Group
  - Regulatory
  - Document Processing
  - Tax Assistant Group

Further, we acknowledge and thus recognize that you are now adopting the provision of Section 9 Part II of the Revised Policies on QS which provides:

“Completion of the degree of Bachelor of Laws and Doctor of Medicine from a CHED-recognized institution shall be considered appropriate education for appointment to division chief positions or positions requiring a master’s degree the duties of which do not involve practice of profession covered by bar/board laws.”

The return of the needed documents within five (5) days from receipt hereof will be highly appreciated.

Thank you.

Very truly yours,

(Original Signed)
MEREDITA V. DE VERA
Director II
CSFO-BIR