REPUBLIKA NG PILIPINAS
KAGAWARANG NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS

January 16, 2007

Revenue Memorandum Order No. 1-2007

Subject **Amendment to Revenue Memorandum Order (RMO) 25– 2006 on User Agreement Form for ITS, eMail and/or Internet Access**

To **All Internal Revenue Personnel and Others Concerned**

I. Objective

This Order amends the User Agreement Form (UAF) and certain provisions of RMO 25 - 2006.

II. Amendatory Provisions

A. The UAF as earlier prescribed under RMO 25 - 2006 is hereby modified for clarity and for better understanding thereof by the revenue personnel/others concerned accomplishing/signing said form. The duly accomplished/signed form shall be a necessary requisite in the grant of ITS, eMail and/or Internet access. (see *Annex A* hereof for the latest amended UAF)

B. Item B of Section II of RMO 25 - 2006 is hereby amended to include the following:

"The required accomplishment of UAF shall be made only once. The UAF, once executed by a revenue personnel or others concerned, shall cover all his/her succeeding requests (email, internet and ITS account) for access. Revenue personnel/others concerned who may be transferred to another office need not accomplish another UAF, unless required under circumstances to be determined by the Deputy Commissioner for Information Systems Group, or her duly authorized representative."

C. Item no. 1, Section II.C. of RMO No. 25 - 2006 (on submission of accomplished/signed UAF and applicable access/account request form) is hereby amended as follows:

"Request for System Access (BIR Form/BF 0044) - for ITS/server access, including re-activation of suspended account, re-setting of password, replacement of/additional job designation, etc.

a. National Office

UAF and BF 0044 shall be forwarded to Security Management Division - Information Planning and Quality Service (SMD-IPQS) for appropriate action. *(see Annex B hereof for BF 0044)*

b. Regional/Revenue District Office/Large Taxpayers Service

UAF and BF 0044 shall be forwarded to the Revenue Data Center (RDC) having jurisdiction over the regional/revenue district office for validation/review. Correspondingly, the RDC shall endorse said request/form to Security Management Division-Information Planning and Quality Service (SMD-IPQS) for appropriate action. *(see Annex B for BF 0044)"*

III. Effectivity

This Order takes effect immediately.

(Original Signed)
JOSE MARIO C.BUÑAG
Commissioner of Internal Revenue