REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

November 6, 2013

REVENUE MEMORANDUM ORDER NO. 3-2014

SUBJECT : **Promulgation and Implementation of the Information Security Charter**

TO : **All Internal Revenue Officials, Employees and Others Concerned**

As a public office mandated to enforce the internal revenue laws of the Philippines, along with the sensitive duty of performing tax collection, accounting and recording thereof, the Bureau of Internal Revenue (BIR) recognizes that the information systems, including information about its employees and taxpayers, are among its most valuable assets. Information security is essential in maintaining the confidentiality, integrity and availability of the assets entrusted to the Bureau. It is vital in establishing and sustaining trust between the Bureau and its stakeholders, maintaining compliance with relevant regulation and protecting its reputation.

Thus, the BIR Information Security Charter (the "InfoSec Charter") (Annex "A" hereof) is hereby promulgated to establish a framework for the Bureau's information security and outline its information security governance structure. The InfoSec Charter defines the roles and responsibilities of the Commissioner of Internal Revenue, its officials, employees and related third parties having access to the BIR's information systems.

Henceforth, to ensure faithful compliance and awareness on the important roles and responsibilities for information security, the revenue officials, employees and related third parties are enjoined to read, understand, observe, and uphold the InfoSec Charter.

This Order shall take effect immediately.

(Original Signed)
KIM S. JACINTO-HENARES
Commissioner of Internal Revenue