REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

December 22, 2015

REVENUE MEMORANDUM ORDER NO. 3-2016

SUBJECT : **AMENDING RMO 3-2014 IMPLEMENTING THE PHYSICAL AND INFORMATION ASSETS SECURITY CHARTER**

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

As a public office tasked to perform collections from the taxpayers of the Philippines, the Bureau of Internal Revenue (BIR) recognizes that the physical and information systems, including information about its employees and taxpayers, are among its most valuable assets. Physical and Information assets security is essential in maintaining the protection, security, safety and conservation of all information assets, buildings and facilities, and equipment and supplies of the Bureau, as well as in keeping the confidentiality, integrity and availability of the information 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.

The amended Physical and Information Assets Security Charter (Annex A) aims to establish a framework for the Bureau's physical and information assets security endorsed by the Management. In this regard, the BIR Information Security Charter is hereby amended to define the governance structure for both the physical and information assets security. It includes the roles and responsibilities through the Physical and Information Assets Steering Committee, its officials, employees and related third parties having access to the physical and information assets of the Bureau.

This document establishes the physical and information assets security organization of the Bureau outlining their responsibility, accountability and reporting lines. Responsibility over physical and information assets security is placed upon the physical and information assets security owners and the entire Bureau must be involved in developing, implementing, and improving physical and information assets security controls.

Henceforth, to ensure faithful compliance and awareness on the important roles and responsibilities for physical and information assets security, the revenue officials, employees and related third parties are enjoined to read the same and be familiar with its provisions.

This Order shall take effect immediately.

BUREAU OF INTERNAL REVENUE
RECORDS MGT. DIVISION
1:35 P.M.
JAN 15 2016
RECEIVED

KIM S. JACINTO-HENARES
Commissioner of Internal Revenue

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