REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

July 29, 2021

REVENUE MEMORANDUM ORDER NO. 22-2021

Subject **Revised BIR Form No. 0036 (Update Security & Access Matrix Request Form)**

To **All Internal Revenue Officials, Employees and Other Concerned**

I. Objective

This Order promulgates minor modifications on BIR Form No. 0036 (Update Security & Access Matrix Request Form/Annex A) relative to revenue personnel and/or revenue officials responsible for accomplishing said BIR form.

II. Reiteration Clause

Said revision on BIR Form No. 0036 shall not in any way affect the existing policies and procedures in updating the Security & Access Matrix (SAM), as provided for under Revenue Memorandum Order No. 28–2020.

All other issuances and/or portions thereof inconsistent herewith are hereby revoked and/or amended accordingly.

III. Effectivity

This Order takes effect immediately.

CAESAR R. DULAY
Commissioner of Internal Revenue

044469

BUREAU OF INTERNAL REVENUE
RECEIVED
2:45 P.M.
AUG 10 2021
RECORDS MGT. DIVISION

FI

Annex A

Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

UPDATE SECURITY & ACCESS MATRIX
REQUEST FORM

BIR Form No. **0036**
Revised July, 2021

Print / Indicate clearly all required information

2 Date Requested (mm/dd/yyyy)

Requestor

1 Name

3 Signature

4 Designation

5 Office

6 Telephone Number

6A Area Code

6B Telephone Number

7 Reasons for Request

7A ☐ System Change 7B ☐ Organization Change 7C ☐ Modification of Access Privilege

8 Description of Change / Modification

Approved

10 Date (mm/dd/yyyy)

9 Process Owner / Project Manager
Signature over Printed

Approved for Processing

12 Date (mm/dd/yyyy)

11 DCIR, Information Systems Group
Signature over Printed

Stamp of Receiving Office and Date of Receipt

Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

UPDATE SECURITY & ACCESS MATRIX
REQUEST FORM

BIR Form No. 0036
Revised April, 2008

OLD FORM

Fill in all applicable spaces.

To be filled-up by ASM/ IPQS /Personnel Division/ System User (Please Print)

2 Date Requested (mm/dd/yyyy)

1 Name

3 Signature

4 Designation

5 Office

6 Telephone Number

6A Area Code

6B Telephone Number

7 Reasons for Request

7A ☐ System Change 7B ☐ Organization Change 7C ☐ Modification of Access Privilege

8 Description of Change/Modification

To be filled-up by Process/Owner/Manager

Recommending Approval

10 Date (mm/dd/yyyy)

9 _____
Signature over Printed

To be filled-up by DCIR, Information Systems Group

Approved by

12 Date (mm/dd/yyyy)

11 LANEE CUI DAVID
DCIR, Information Systems Group
Signature over Printed

Stamp of Receiving Office and Date of Receipt