REPUBLIKA NG PILIPINAS
KAGAWARANG NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS

August 17, 2006

Revenue Memorandum Order No. 25 - 2006

Subject **Implementation of User Agreement Form (UAF) per Revenue Memorandum Order No. 50-2004 on Information and Communications Technology (ICT) Security Policies**

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

I. Objective

This Order is issued to:

A. Enhance awareness and reiterate strict adherence to ICT security policies (RMO 50-2004) by all revenue personnel and all others (BIR service providers/contractors/consultants) with access to the BIR network and/or such other BIR ICT facilities.

B. Prescribe the accomplishment/signing of a UAF as a requisite in the granting of ITS, eMail and/or Internet access to revenue personnel and others concerned.

II. Guidelines

A. All revenue personnel/others concerned are enjoined to read and understand the prescribed ICT security policies. RMO 50-2004 and other related ICT security policies are available in the BIR website.

B. All revenue personnel/others concerned requesting access [eMail, Internet and/or Integrated Tax System (ITS) account] shall accomplish and sign a UAF to ensure thorough comprehension of their responsibilities/limitations on the use of any access granted to them. (see *Annex A for amended UAF)*

C. The accomplished/signed UAF shall be submitted together with the applicable access/account request form, as follows:

1. Request for System Access (BIR Form/BF 0044) - for ITS/server access, including reactivation of suspended account, resetting of password, replacement of/additional job designation etc.

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

2. E-Mail/Internet Account Request (BF 0041) - for creation of BIR eMail account and/or granting of internet access.

   UAF and BF 0041 shall be forwarded to Systems Support Division-Information Systems Operations Service (SSD-ISOS) for appropriate action. *(see Annex C for amended BF 0041)*

C. A copy of the signed UAF shall be kept on file by revenue personnel and others concerned with access to the BIR network/ICT facilities.

D. SSD-ISOS shall provide SMD-IPQS a copy of all approved eMail/Internet Request Forms, together with the signed UAF for access monitoring purposes.

III. Transitory Provision

All revenue personnel and others concerned with existing access to the BIR network and/or such other BIR ICT facilities shall sign and submit a UAF to SMD-IPQS within one (1) month from release/dissemination of this Order. Non-submission of UAF within the prescribed period shall result in automatic cancellation of the user account/s.

IV. Effectivity

This Order shall take effect immediately.

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

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