REVENUE MEMORANDUM ORDER NO. 40-2023 issued on December 14, 2023 prescribes the policies, guidelines and procedures on the implementation of BIR Central Repository System for digital documents/files.

The Central Repository System of digital documents/files and reports shall serve as the official repository/storage of digital documents/files and reports of BIR offices.

All BIR offices shall be allocated an initial storage capacity of 250 Gigabytes. Request for additional storage capacity may be considered subject to evaluation and recommendation by the Chief, Network Management and Technical Support Division (NMTSD) and approval by the Assistant Commissioner of Information Systems Development and Operations Service (ACIR, ISDOS).

Each allocated storage shall be allotted initial sub-folders based on the number of sections per office. Allocated spaces may be distributed for use of its office personnel who will have access to save and retrieve documents/files to and from the BIR Central Repository System.

BIR offices shall initially identify two (2) authorized users to be given access to the Central Repository System. Number of authorized users per office may be increased subject to approval by ACIR, ISDOS.

The BIR Central Repository System shall be accessed only thru BIR-issued personal computers and laptops connected to BIR network. Authorized officials/employees shall accomplish BIR Form No. 0041 - Office Automation Request and Acceptable Use Policy (AUP) for the creation of account.

Only official digital documents/files shall be uploaded to the BIR Central Repository System. Personal files like photos, music/videos, and other non-work-related files are strictly not allowed. Large file backups shall be performed after office hours.

BIR offices who intend to procure new/additional Network Attached Storage (NAS) must first consult with the NMTSD. All issues/problems concerning the system encountered by the users shall be reported/logged in the BIR Service Desk System.

The roles and responsibilities of concerned offices, as well as the guidelines and procedures on user account creation/increase in storage capacity, use of the system and systems maintenance are specified in the Order.