

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

February 16, 2011

Revenue Memorandum Order No. 8-2011

Subject **Guidelines and Procedures on Addressing the Increasing Demand for Desktop Computers**

To **All BIR Officials/Employees and Others Concerned**

I. Background

Currently, BIR-owned and leased desktop computers are not sufficient to address constantly increasing requirements of various BIR offices nationwide. Thus, the option of allowing the use of personally-owned desktop computers for official work/transactions has been considered as a temporary remedial measure, until such time the procurement and/or lease of additional desktop computers are able to accommodate the requirements of various BIR offices.

These personally-owned desktop computers will have to be connected to the BIR network in order for them to be used for official work/transactions.

II. Objectives

- A. To provide guidelines and procedures in processing of requests for connection/disconnection of personally-owned desktop computers to the BIR network.
- B. To define roles and responsibilities of all offices concerned.

III. Policies

- A. Connection of personally-owned ICT equipment shall be limited to desktop computers. No personally-owned laptops, printers and the like shall be connected to the BIR network.
- B. Requests for connection of personally-owned desktop computers shall be limited to those emanating from Revenue District Offices (RDOs), including RDO Nos. 116, 121, 124, 125 and 126 (Large Taxpayers Service); Large Taxpayers District Office (LTDO) No. 122 (Makati) and LTDO No. 123 (Cebu).
- C. Requestor/owner of personally-owned desktop computers requesting connection/disconnection to BIR network shall be required to accomplish the Connection/Disconnection of Personally-Owned Desktop Computer Request Form (Annex A).

Revenue personnel who accomplishes said request form unconditionally agrees to subject his/her personally-owned desktop computer to diagnostics and reformatting.

- D. Request for connection to/disconnection from BIR network of personally-owned desktop computers shall be evaluated/validated and implemented by the concerned Revenue Data Center (RDC).
- E. Said request shall be evaluated based on the Inventory of Desktop Computers of the office requesting for connection of personally-owned desktop computers to the BIR network and reasons/justifications cited by the requestor.
- F. Site evaluation and installation/connection of all accumulated approved requests for connection of personally-owned desktop computers shall be conducted/undertaken only every last week of the month by the concerned RDC.
- G. Revenue personnel (with personally-owned desktop computers connected to the BIR network) re-assigned/transferred to another place of assignment shall request disconnection (from BIR network) prior to reporting to his/her new place of assignment.

A revenue personnel unable to have his/her personally-owned desktop computer disconnected prior to transfer shall be grounds for disapproval of his/her request for connection in his/her new place of assignment.

- H. All personally-owned desktop computers connected to the BIR Network shall be issued a control number. Said control number shall be cancelled upon request of concerned revenue personnel for disconnection as a result of his/her decision to permanently pull out his/her personally-owned desktop computer; or upon re-assignment or transfer to another office.

A new control number shall be issued for the personally-owned desktop computer upon approval of his/her application for network connection in his/her new place of assignment.

- F. All personally-owned desktop computers connected to the BIR network shall be subject to regular monitoring through the Asset Management tool.

IV. PROCEDURES

A. Network Connection

1. Requestor/Owner

- a. Properly accomplish BIR Request Form in two (2) copies and attach the following documents:
 - i. User Agreement Form (UAF)
 - ii. Office Desktop Computer Inventory (ODCI)

- b. Forward the duly accomplished request form, including attachments to Revenue District Officer for evaluation and endorsement.
- c. Receive the first (1st) copy of the signed/approved request form from Head of Office/Revenue District Officer.

2. Head of Office/Revenue District Officer (RDO)

- a. Receive accomplished request form, including attachments from requestor/owner of desktop computer.
- b. Evaluate said request. If acceptable, sign the "Recommending Approval" portion of the request form and endorse/forward (including attachments) to concerned RDC. Otherwise, return the request form to requestor, indicating reasons for non-endorsement.
- c. Receive the 1st copy of the signed/approved request form from concerned RDC. Release to requestor 1st copy of said request form and retain a photocopy for recording/filing.

3. Concerned RDC

3.1 Receiving Section

- a. Receive endorsed request form, including attachments from the Head of Office/RDO of the requestor.
- b. Forward request form including attachments to concerned RDC Head.
- c. Receive 1st copy of approved request form for connection from Computer Operations Network and Engineering Division (CONED) and forward to Head of Office/RDO for release to requestor/owner.

3.2 RDC Head

- a. Receive request form from Receiving Section, inclusive of attachments.
- b. Evaluate the request based on office desktop/computer inventory submitted and reasons/justification of requestor.
- c. If approved, sign the request form and forward to CONED for inspection and installation/connection. Otherwise, return the request form and attachments to requestor.

3.3 CONED

- a. Receive approved request for network connection from concerned RDC Head.
- b. Conduct site visit using the technical evaluation form checklist (Annex A) every last week of the month.
- c. Ensure that the requirements specified on the checklist are complied with.
- d. Sign the "Inspected by" portion of the checklist and indicate whether for connection or non connection to the BIR Network.
- e. If for connection, perform the following and sign the "Installed/Connected" portion of the request form:
 - e.1 Reformat the personally-owned desktop computer and perform diagnostics
 - e.2 Install MS Office Professional, anti-virus, KBOX agent
 - e.3 Provide the requirement for installation and connect to BIR Network
 - e.4 Affix control number in the request form. The control number shall follow this format PODC-Office Code- xxxx-IP/MAC Address- -PC Serial Number, Owner's initial

Where:

PODC refers to personally- owned desktop computers

Office Code refers to RDC

xxxx refers to sequence/counter

The Office Codes to be adopted shall be as follows::

Office	Office Code
RDC Luzon 1	RDC1
RDC Luzon 2	RDC2
ISOS Data Center	RDC3
RDC Visayas	RDC4
RDC Mindanao	RDC5

If not for connection, state the reason/s and return the request form and attachments to requestor/owner thru his/her Head of Office/RDO.

- f. Retain/file 2nd copy of the approved request form for connection and forward 1st copy to the receiving section for release to requestor/owner thru his/her Head of Office/RDO.

B. Network Disconnection

1. Requestor/Owner

- a. Properly accomplish BIR Request Form in 2 copies and attach copy of previously approved request form for connection to the BIR Network.
- b. Forward said request to the Head of Office/RDO for evaluation and endorsement.
- c. Receive the 1st copy of the signed/approved request form from Head of Office/RDO.
- d. Properly accomplish gate pass form in 2 copies upon receipt of approved disconnection request form. The regular procedure on the processing of gate pass shall be applied.
- e. Provide Office Administrative staff and assigned security guard a copy of the signed /approved request for disconnection and the gate pass to document the pull out of the personally-owned desktop computer.

2. Head of Office/RDO

- a. Receive request form, together with copy of previously approved request for connection from requestor /owner.
- b. Sign the request form for disconnection and forward to concerned RDC, together with attachments.
- c. Receive the 1st copy of the signed/approved request form from RDC. Release to requestor 1st copy of said request form and retain a photocopy for recording/filing.

3. Concerned RDC

Receiving Section

- a. Receive request form for disconnection, including attachments from the Head of Office/RDO of the requestor/owner.
- b. Forward request form to concerned RDC Head.
- c. Receive 1st copy of approved request form for disconnection from CONED and forward to the Head of Office/RDO for release to requestor/owner.

4. RDC Head

- a. Receive request form from Receiving Section, inclusive of attachments.
- b. Evaluate the request for disconnection.

- c. If approved, sign the request form and forward to CONED. Otherwise, return request form and attachments to requestor.

5. CONED

- a. Receive approved request, including attachments for network disconnection from RDC Head.
- b. Proceed to site and perform the following activities:
 - i. Reformat the personally-owned desktop computer
 - ii. Disconnect from the network
 - iii. Cancel the control number
- c. Sign the request form to certify disconnection of personally-owned desktop computer to the BIR Network.
- d. Retain/file 2nd copy of the request form for disconnection and forward 1st copy to the Receiving Section for release to requestor/owner thru his/her Head of Office/RDO.

C. Network Reconnection (Upon Transfer to New Work Assignment)

1. Requestor/Owner

- a. Properly accomplish BIR Request Form for reconnection in 2 copies and attach the following documents:
 - i. Copy of previously approved Request Form for reconnection
 - ii. Copy of Approved Request Form for Disconnection
 - iii. ODCI
- b. Forward the duly accomplished request form, including attachments to the Head of Office/RDO for evaluation and endorsement.
- c. Receive 1st copy of the signed/approved request form from RDC. Photocopy request form and provide the Office Administrative staff for recording/filing.

2. Head of Office/RDO

- a. Follow procedures in Item A.2.

3. Concerned RDC

- a. Follow procedures in Items IV.A.3.1 and IV.A.3.3.

D. Reporting Procedures

1. Concerned RDC

- a. Prepare monthly report of personally-owned desktop computers connected to BIR Network/Disconnected/Transferred (see Annex B) and submit to ACIR-IPQS (every 5th day of the following month); copy furnish General Services Division (GSD).

2. OACIR-IPQS

- a. Receive monthly report of personally-owned desktop computers connected to BIR Network/Disconnected/Transferred (Annex B) for monitoring purposes.

3. GSD

- a. Receive copy of monthly report of personally-owned desktop computers connected to BIR Network/Disconnected/Transferred (Annex B) for monitoring purposes.

V. EFFECTIVITY

This Order takes effect immediately.

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

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