

REVENUE MEMORANDUM ORDER NO. 10-2000 issued April 26, 2000 revises RMO No. 59-99 relative to the policies and procedures on the maintenance of various Integrated Tax System (ITS) Codes Tables. Changes in the Codes Table resulting from legislative and management directives or policies shall be set forth in an RMO by the Process Owners, in coordination with other offices concerned or affected by said management directives. Changes in the Codes Table that do not need issuance of an RMO shall be effected in the ITS Codes Table following the standard procedures. Available Online Maintenance Facility shall be used by the maintaining/implementing office, as specified on the ITS Codes Table Reference Guide. All requests for Codes Table updates using Form 0039 shall be coursed through the Help Desk of Information Systems Operations Service. Process Owner, whose system interfaces with other application systems, shall ensure that any changes in his system that have an effect on other system are addressed properly and simultaneously.