

REVENUE MEMORANDUM ORDER NO. 29-2000 issued August 17, 2000 prescribes the policies and guidelines on the use and maintenance of the BIR E-mail and Internet browsing facilities. Except for BIR Management, the issuance of Internet accounts to users other than the officials specified in the Order shall be allowed only upon approval by the Deputy Commissioner of the Information System Group.

Users are encouraged to open/read mail daily. Dormant or inactive accounts for one (1) month shall be automatically deleted. Users availing leave of absence for one (1) month or more should notify in writing the Systems Support Division in order for their accounts not to be deleted.

The E-mail facility should be used for the purpose for which they are authorized (i.e. transmission of official documents etc.) and for enhancing communication for activities that serve the interest of the Bureau. As such, sending of chain letters and other inappropriate materials is not allowed. Accessing of pornographic web sites and downloading pornographic materials using the BIR Internet facility is also strictly prohibited. Moreover, transmission and/or retrieval of any material/document/information in violation of any of the existing policies of the Bureau and the Philippine Government is likewise strictly prohibited. Inappropriate/unauthorized use of the E-mail/Internet browsing facility may result in the revocation of issued account, plus the imposition of appropriate administrative sanction depending on the severity of the violation committed.