

REVENUE MEMORANDUM ORDER NO. 59-99 issued July 16, 1999 prescribes the policies, guidelines and procedures on the maintenance of various Integrated Tax System (ITS) Codes Tables to establish control procedures to ensure the integrity of Codes Table values, among others.

Changes in the Codes Table resulting from legislative and management directives or policies will be set forth in an RMO by the Process Owners, in coordination with other offices concerned or involved or affected by said management directives. Changes in the Codes Table that do not need the issuance of an RMO will be effected in the ITS Codes Table following the standard procedures. All requests for Codes Table updates using Form 0039 will be coursed through the Help Desk of the Information Systems Operations Service.

Process Owner, whose system interfaces with other application systems, will ensure that any changes in his system that have an effect on other systems are addressed properly and simultaneously. Updates for Codes Table values for legal and special national holidays will be handled by NO-Database Administrator; while local holidays will be the responsibility of the Revenue Data Center Systems Administrator through the Online Maintenance Facility.