

REVENUE MEMORANDUM ORDER No. 9-98 issued February 16, 1998 revises RMO No. 20-97 by prescribing additional policies, guidelines and procedures for the grant and revocation of access to identified users. This will vary based on the classification, as follows: a) Access to Inquire Function; b) Access to Update Function; c) Access to Approve Function; d) Access to View Function; and e) Access to View/Print Function. Regular access will be granted only to personnel after completion of the appropriate training relevant to ones functional role/designation. Temporary access and special access may also be granted under scenarios specified in the Order. The System Administrators of the ISOS and the Revenue Data Centers shall monitor the use of access privileges based on audit trails, and shall report any possible abuse or unauthorized entry into the ITS modules to the Assistant Commissioner, ISOS or RDC Head.