

REVENUE MEMORANDUM ORDER NO. 33-2001 issued December 5, 2001 provides the new policies, guidelines and procedures for the grant and revocation of access to identified users of the Integrated Tax Systems (ITS users).

Creation of account shall only be done by the National Office System Administrator. The Site System Administrator (SSA) will be responsible for the modification to access privileges as well as account deletion of their respective users.

Generic accounts are issued for designations whose access privileges are not granted towards sensitive data. However, the immediate supervisor of users using generic accounts shall be held accountable for activities using said user accounts. Offices who have been granted with Generic Accounts are listed in the Order.

The SSA, even without prior notice, shall automatically delete user logins that have become "dormant" for one (1) month, except user/s who have officially filed their leave of absence. This activity will result to the creation of user accounts for others who need to access ITS.

All rolled out Revenue District Offices are required to submit their Inventory of Active ITS Users to the Security Management Division on a quarterly basis.