February 16, 2011

Revenue Memorandum Order No. 8-2011

Subject   **Guidelines and Procedures on Addressing the Increasing Demand for Desktop Computers**

To   **All BIR Officials/Employees and Others Concerned**

I.   Background

Currently, BIR-owned and leased desktop computers are not sufficient to address constantly increasing requirements of various BIR offices nationwide. Thus, the option of allowing the use of personally-owned desktop computers for official work/transactions has been considered as a temporary remedial measure, until such time the procurement and/or lease of additional desktop computers are able to accommodate the requirements of various BIR offices.

These personally-owned desktop computers will have to be connected to the BIR network in order for them to be used for official work/transactions.

II.   Objectives

A. To provide guidelines and procedures in processing of requests for connection/disconnection of personally-owned desktop computers to the BIR network.

B. To define roles and responsibilities of all offices concerned.

III.   Policies

A. Connection of personally-owned ICT equipment shall be limited to desktop computers. No personally-owned laptops, printers and the like shall be connected to the BIR network.

B. Requests for connection of personally-owned desktop computers shall be limited to those emanating from Revenue District Offices (RDOs), including RDO Nos. 116, 121, 124,125 and 126 (Large Taxpayers Service); Large Taxpayers District Office (LTDO) No. 122 (Makati) and LTDO No. 123 (Cebu).

C. Requestor/owner of personally-owned desktop computers requesting connection/ disconnection to BIR network shall be required to accomplish the Connection/Disconnection of Personally-Owned Desktop Computer Request Form (Annex A).

Revenue personnel who accomplishes said request form unconditionally agrees to subject his/her personally-owned desktop computer to diagnostics and reformatting.

D. Request for connection to/disconnection from BIR network of personally-owned desktop computers shall be evaluated/validated and implemented by the concerned Revenue Data Center (RDC).

E. Said request shall be evaluated based on the Inventory of Desktop Computers of the office requesting for connection of personally-owned desktop computers to the BIR network and reasons/justifications cited by the requestor.

F. Site evaluation and installation/connection of all accumulated approved requests for connection of personally-owned desktop computers shall be conducted/undertaken only every last week of the month by the concerned RDC.

G. Revenue personnel (with personally-owned desktop computers connected to the BIR network) re-assigned/transferred to another place of assignment shall request disconnection (from BIR network) prior to reporting to his/her new place of assignment.

A revenue personnel unable to have his/her personally-owned desktop computer disconnected prior to transfer shall be grounds for disapproval of his/her request for connection in his/her new place of assignment.

H. All personally-owned desktop computers connected to the BIR Network shall be issued a control number. Said control number shall be cancelled upon request of concerned revenue personnel for disconnection as a result of his/her decision to permanently pull out his/her personally-owned desktop computer; or upon re-assignment or transfer to another office.

A new control number shall be issued for the personally-owned desktop computer upon approval of his/her application for network connection in his/her new place of assignment.

F. All personally-owned desktop computers connected to the BIR network shall be subject to regular monitoring through the Asset Management tool.

IV. PROCEDURES

A. Network Connection

1. Requestor/Owner

a. Properly accomplish BIR Request Form in two (2) copies and attach the following documents:

i. User Agreement Form (UAF)

ii. Office Desktop Computer Inventory (ODCI)

b. Forward the duly accomplished request form, including attachments to Revenue District Officer for evaluation and endorsement.

c. Receive the first (1st) copy of the signed/approved request form from Head of Office/Revenue District Officer.

2. Head of Office/Revenue District Officer (RDO)

a. Receive accomplished request form, including attachments from requestor/owner of desktop computer.

b. Evaluate said request. If acceptable, sign the "Recommending Approval" portion of the request form and endorse/forward (including attachments) to concerned RDC. Otherwise, return the request form to requestor, indicating reasons for non-endorsement.

c. Receive the 1st copy of the signed/approved request form from concerned RDC. Release to requestor 1st copy of said request form and retain a photocopy for recording/filing.

3. Concerned RDC

3.1 Receiving Section

a. Receive endorsed request form, including attachments from the Head of Office/RDO of the requestor.

b. Forward request form including attachments to concerned RDC Head.

c. Receive 1st copy of approved request form for connection from Computer Operations Network and Engineering Division (CONED) and forward to Head of Office/RDO for release to requestor/owner.

3.2 RDC Head

a. Receive request form from Receiving Section, inclusive of attachments.

b. Evaluate the request based on office desktop/computer inventory submitted and reasons/justification of requestor.

c. If approved, sign the request form and forward to CONED for inspection and installation/connection. Otherwise, return the request form and attachments to requestor.

3.3 CONED

a. Receive approved request for network connection from concerned RDC Head.

b. Conduct site visit using the technical evaluation form checklist (Annex A) every last week of the month.

c. Ensure that the requirements specified on the checklist are complied with.

d. Sign the "Inspected by" portion of the checklist and indicate whether for connection or non connection to the BIR Network.

e. If for connection, perform the following and sign the "Installed/Connected" portion of the request form:

    e.1 Reformat the personally-owned desktop computer and perform diagnostics

    e.2 Install MS Office Professional, anti-virus, KBOX agent

    e.3 Provide the requirement for installation and connect to BIR Network

    e.4 Affix control number in the request form. The control number shall follow this format PODC-Office Code- xxxx-IP/MAC Address- -PC Serial Number, Owner's initial

      Where:

          PODC refers to personally- owned desktop computers

          Office Code refers to RDC

          xxxx refers to sequence/counter

   The Office Codes to be adopted shall be as follows::

Office	Office Code
RDC Luzon 1	RDC1
RDC Luzon 2	RDC2
ISOS Data Center	RDC3
RDC Visayas	RDC4
RDC Mindanao	RDC5

   If not for connection, state the reason/s and return the request form and attachments to requestor/owner thru his/her Head of Office/RDO.

f. Retain/file 2nd copy of the approved request form for connection and forward 1st copy to the receiving section for release to requestor/owner thru his/her Head of Office/RDO.

B. Network Disconnection

    1. Requestor/Owner

        a. Properly accomplish BIR Request Form in 2 copies and attach copy of previously approved request form for connection to the BIR Network.

        b. Forward said request to the Head of Office/RDO for evaluation and endorsement.

        c. Receive the 1st copy of the signed/approved request form from Head of Office/ RDO.

        d. Properly accomplish gate pass form in 2 copies upon receipt of approved disconnection request form. The regular procedure on the processing of gate pass shall be applied.

        e. Provide Office Administrative staff and assigned security guard a copy of the signed /approved request for disconnection and the gate pass to document the pull out of the personally-owned desktop computer.

    2. Head of Office/RDO

        a. Receive request form, together with copy of previously approved request for connection from requestor /owner.

        b. Sign the request form for disconnection and forward to concerned RDC, together with attachments.

        c. Receive the 1st copy of the signed/approved request form from RDC. Release to requestor 1st copy of said request form and retain a photocopy for recording/filing.

    3. Concerned RDC

        Receiving Section

        a. Receive request form for disconnection, including attachments from the Head of Office/RDO of the requestor/owner.

        b. Forward request form to concerned RDC Head.

        c. Receive 1st copy of approved request form for disconnection from CONED and forward to the Head of Office/RDO for release to requestor/owner.

    4. RDC Head

        a. Receive request form from Receiving Section, inclusive of attachments.

        b. Evaluate the request for disconnection.

c. If approved, sign the request form and forward to CONED. Otherwise, return request form and attachments to requestor.

5. **CONED**

   a. Receive approved request, including attachments for network disconnection from RDC Head.

   b. Proceed to site and perform the following activities:

      i. Reformat the personally-owned desktop computer

      ii. Disconnect from the network

      iii. Cancel the control number

   c. Sign the request form to certify disconnection of personally-owned desktop computer to the BIR Network.

   d. Retain/file 2nd copy of the request form for disconnection and forward 1st copy to the Receiving Section for release to requestor/owner thru his/her Head of Office/RDO.

C. **Network Reconnection (Upon Transfer to New Work Assignment)**

1. **Requestor/Owner**

   a. Properly accomplish BIR Request Form for reconnection in 2 copies and attach the following documents:

      i. Copy of previously approved Request Form for reconnection

      ii. Copy of Approved Request Form for Disconnection

      iii. ODCI

   b. Forward the duly accomplished request form, including attachments to the Head of Office/RDO for evaluation and endorsement.

   c. Receive 1st copy of the signed/approved request form from RDC. Photocopy request form and provide the Office Administrative staff for recording/filing.

2. **Head of Office/RDO**

   a. Follow procedures in Item A.2.

3. **Concerned RDC**

   a. Follow procedures in Items IV.A.3.1 and IV.A.3.3.

D. Reporting Procedures

1. Concerned RDC

a. Prepare monthly report of personally-owned desktop computers connected to BIR Network/Disconnected/Transferred (see Annex B) and submit to ACIR-IPQS (every 5th day of the following month); copy furnish General Services Division (GSD).

2. OACIR-IPQS

a. Receive monthly report of personally-owned desktop computers connected to BIR Network/Disconnected/Transferred (Annex B) for monitoring purposes.

3. GSD

a. Receive copy of monthly report of personally-owned desktop computers connected to BIR Network/Disconnected/Transferred (Annex B) for monitoring purposes.

V. EFFECTIVITY

This Order takes effect immediately.

(Original Signed)
KIM S. JACINTO-HENARES
Commissioner of Internal Revenue

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