



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

July 29, 2021

REVENUE MEMORANDUM ORDER NO. 22-2021

Subject Revised BIR Form No. 0036 (Update Security & Access Matrix Request Form)
To All Internal Revenue Officials, Employees and Other Concerned

I. Objective

This Order promulgates minor modifications on BIR Form No. 0036 (Update Security & Access Matrix Request Form/Annex A) relative to revenue personnel and/or revenue officials responsible for accomplishing said BIR form.

II. Reiteration Clause

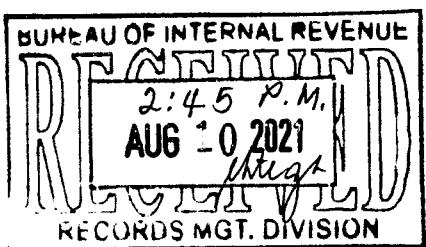
Said revision on BIR Form No. 0036 shall not in any way affect the existing policies and procedures in updating the Security & Access Matrix (SAM), as provided for under Revenue Memorandum Order No. 28-2020.

All other issuances and/or portions thereof inconsistent herewith are hereby revoked and/or amended accordingly.

III. Effectivity

This Order takes effect immediately.

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Caesar Dulay
CAESAR R. DULAY
Commissioner of Internal Revenue

044469

g/w



Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

UPDATE SECURITY & ACCESS MATRIX REQUEST FORM

BIR Form No.
Revised
July, 2021

0036

Print / Indicate clearly all required information

Requestor
1 Name

4 Designation

5 Office

2 Date Requested (mm/dd/yyyy)

3 Signature

6 Telephone Number

6A Area Code

6B Telephone Number

7 Reasons for Request

7A System Change

7B Organization Change

7C Modification of Access Privilege

8 Description of Change / Modification

Approved

9

Process Owner / Project Manager

Signature over Printed

10 Date (mm/dd/yyyy)

Approved for Processing

11

DCIR, Information Systems Group

Signature over Printed

12 Date (mm/dd/yyyy)

Stamp of Receiving Office and Date of Receipt



Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

UPDATE SECURITY & ACCESS MATRIX

REQUEST FORM

OLD FORM

BIR Form No.
Revised
April, 2008

0036

Fill in all applicable spaces.

To be filled-up by ASM/ IPQS /Personnel Division/ System User
(Please Print)

2 Date Requested (mm/dd/yyyy)

1 Name

3 Signature

4 Designation

5 Office

6 Telephone Number

6A Area Code

6B Telephone Number

7 Reasons for Request

7A System Change

7B Organization Change

7C Modification of Access Privilege

8 Description of Change/Modification

To be filled-up by Process/Owner/Manager

Recommending Approval

10 Date (mm/dd/yyyy)

9

Signature over Printed

To be filled-up by DCIR, Information Systems Group

Approved by

12 Date (mm/dd/yyyy)

11 LANEE CUI DAVID
DCIR, Information Systems Group

Signature over Printed

Stamp of Receiving Office
and Date of Receipt