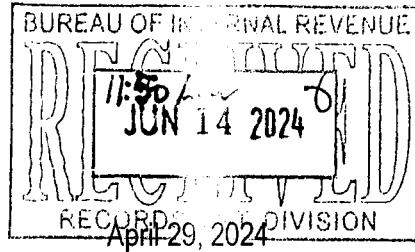




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE



REVENUE MEMORANDUM ORDER NO. 22-2024

SUBJECT Policies and Guidelines in the use of the BIR-issued Laptop Computers

TO All Revenue Officials, Employees and Others Concerned

Background

To boost office productivity, employee engagement, and accessibility to various BIR information systems, the Bureau of Internal Revenue (BIR) has been issuing laptop computers (acquired by means of purchase, lease, or donation) to authorized BIR employees over the years.

One of the identified immediate reforms of the bureau is to secure more laptop computers in addition to desktop computers in order to take advantage of the mobility, portability, and ease of access for a flexible work setting for BIR employees.

With the proper use of BIR-issued laptop computers, the BIR can provide its employees an innovative atmosphere to improve work efficiency. This is in view of the changing needs of our data-driven environment in accordance with the demands of our digital transformation. Hence, these policies and guidelines.

I. Objectives

This Order is issued to:

1. Prescribe policies and guidelines in the use of laptop computers of the Bureau.
2. Ensure due diligence and observance of existing ICT security policies is practiced in the use of the laptop computers.
3. Define the responsibilities of all Bureau offices and employees concerned.

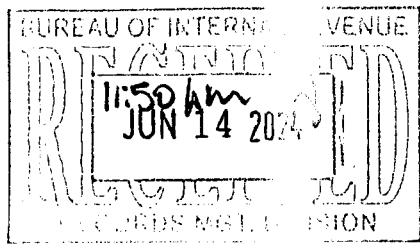
II. Policies and Guidelines

1. All laptop computers shall be used for official purposes.
2. Due diligence shall be observed while using the laptop computers in accordance with the existing ICT security policies and computer baseline security standard, including transferring of files and settings/configuration to the new laptop computers.
3. All laptop computers must be installed with endpoint security solution.
4. Only official files and authorized settings are allowed to be saved/configured to the BIR issued laptop computers. All unofficial files and non-standard software/application shall be removed/deleted and shall not be installed to the BIR issued laptop computers. Photos, music and videos that are not work-related are prohibited.

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5. All officials/personnel with issued laptop computers as approved by the Commissioner are authorized/allowed to use the laptop computers officially outside of the BIR's premises provided that access point of wi-fi network have secured configuration.
6. Use of laptop computers on a public Wi-Fi such as internet café, malls and other places with free public wi-fi connection are not allowed.
7. Connecting to home wi-fi, pocket wi-fi or mobile hotspot must ensure that access point have secured configuration in connection with Acceptable Use Policy (AUP) Section 6.8.
8. Repair/replacement of damaged unit due to negligence shall be the responsibility of the accountable user.
9. Property Number (PN) attached to the laptop computers must not be removed. In case the PN is removed or is missing it should be coordinated with the Property Division.
10. Return of laptop computer due to retirement, resignation and RTAO must be accompanied by BIR Form 0053 Return of Property Accountabilities (RPA) while transfer of laptop computer to another employee of the same office must be accompanied by BIR form C052 Turnover of Property Accountabilities (TPA) and must be forwarded to Property Division, copy furnished Network Management and Technical Support Division (NMTSD) in the National Office or Administrative and Human Resource Management Division (AHRMD) copy furnish the respective Revenue Data Centers (RDC) in the regions. No laptop computers shall be transferred from one official/employee to another without proper documentation.
11. In case of lost laptop computer, concerned official/personnel shall report the incident thru the BIR Service Desk and prepare Incident report (Annex A) to be submitted to Network Management and Technical Support Division (NMTSD) for National Office or respective Revenue Data Center (RDC) for Regions and District offices. NMTSD or RDC shall then submit a copy of the Incident Report to Property Division and Security Management Division (SMD). Concerned official/personnel shall be liable by replacing lost laptop computers with at least the same brand/model, quality or specification or higher specification.
12. Ensure removal/permanent deletion of data files and configuration is restored to original state prior to returning or disposal of laptop computer (including accessories i.e., Carrying bag, charger, etc.), and must be accompanied by the following documents:
 - Memorandum to the Chief, Property Division / AHRMD stating the return of items
 - Gate Pass (GP),
 - BIR form 0053 Return of Property Accountabilities (RPA)
 - Certification of Obsolescence or Unserviceability from NMTSD for National Office and RDC for Regions and District offices (in case of disposal).
13. Cancellation of property accountability shall be made through the issuance of a Receipt of Returned Items (RRI) from Property Division.





III. Roles and Responsibilities

A. Concerned BIR Employee/User of Laptop Computers

1. Sign/accept the Property Acknowledgement Receipt (PAR), Inventory Custodian Slip (ICS) and/or Inventory Transfer Report (ITR) if issued in the BIR National Office and Property Transfer Report (PTR) or (ITR) if issued in the Regional/District Office.
2. Submit signed Acceptable Use Policy (AUP) to Security Management Division (SMD) or respective Revenue Data Center (RDC) after issuance of laptop.
3. Ensure that the laptop computer is in good working condition and all accessories are complete.
4. Strictly follow all BIR ICT security policies.
5. In case the laptop computer needs to be used outside BIR office premises, the user must log-in to the personal home profile. Instructions for the configuration procedure are stated in Annex B (*Configuration to be able to use Laptop Computers Outside of BIR Premises*).
6. Ensure removal/ permanent deletion of files and configuration is restored to original state, thru the assistance of Technical Support Personnel, upon return or disposal of laptop computer.
7. Return to NMTSD/ RDC for leased laptops. Return to Property Division for BIR owned laptops
8. In case of loss, replace lost laptop computers with at least the same brand/model, quality or specification or higher specification.
9. Request NMTSD or RDC to clean-up in case of malware infection or security threat.

B. NMTSD and RDC Technical Support Personnel

1. Provide technical support within their area of jurisdiction.
2. Ensure that all official software/applications and security tools (i.e., endpoint security solution, MDM, anti-malware, patch update, etc.) are initially and properly installed/configured by NMTSD and subsequently by concerned RDCs/Regional Technical Support following the standard procedure in the configuration of BIR issued computers. For applications not officially used in BIR, concerned user must first secure clearance from SMD before proceeding with the installation.
3. Configure the following settings:
 - Email, internet, network connection, etc. of the new laptop computers following the standard naming convention for computer name and computer description.
 - Configure settings to enable connection to wi-fi outside of BIR premises (Procedure in creating standard user account to be provided by NMTSD)
 - Configure wall paper with BIR logo of the Standard User Account.

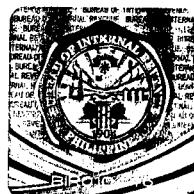
4. In case of reported security threat from user, thoroughly check/inspect the laptop computer for any malware infections or security threat before reconnecting to BIR network.
5. In case of reported lost laptop computer, NMTSD/concerned RDC shall immediately implement security protocols, i.e., block access to the laptop, wipe out content of the laptop upon approval of request to wipe out data / block access to BIR issued laptop computers (Annex C) supported by an incident report.
6. Receive returned leased laptop computers at the end of the Leasing Contract and prepare documents needed for the turnover of laptop computers to contractor.
7. Ensure that all data and official software are removed/wiped out from the laptop computers at the end of the Leasing Contract or upon return to Network Management and Technical Support Division for leased laptop computer and Property Division for procured.

C. Property Division /AHRMD

1. Issuance of laptop computers to designated employees must be acknowledged through a Property Acknowledgement Receipt (PAR), Inventory Custodian Slip (ICS) and/or Inventory Transfer Report (ITR) if issued in the BIR National Office and Property Transfer Report (PTR) or (ITR) if issued in the Regional/District Office.
2. Ensure updated inventory of all issued laptop computers and provide copy to NMTSD.
3. Dispose unserviceable laptop computers following the standard policies in place in the retirement of asset for donated and procured laptop computers while for the end of Leasing Contract, return to Network Management and Technical Support Division in coordination with Property Division.

IV. REPEALING CLAUSE

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




ROMEO D. LUMAGUI, JR.
 Commissioner of Internal Revenue

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