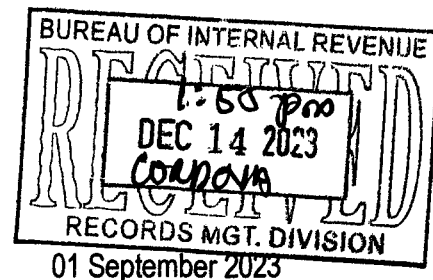


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE



REVENUE MEMORANDUM ORDER NO. 40-2023

Subject **POLICIES, GUIDELINES, AND PROCEDURES ON THE IMPLEMENTATION OF BIR CENTRAL REPOSITORY SYSTEM FOR DIGITAL DOCUMENTS/FILES**

To **ALL INTERNAL REVENUE OFFICIALS, EMPLOYEES AND OTHERS CONCERNED**

1. BACKGROUND

For easier collaboration, decision-making, and flexibility in handling/accessing files and reports in a secured manner, it is necessary to establish a central repository of files and reports. A repository that provides a single location where all files and data can be stored.

Having a central repository for files serves various purposes. It eliminates the need to search for files across multiple systems or directories and reduces the likelihood of data loss or duplication by ensuring that files are stored in a controlled and ordered manner. Also, teams can collaborate easily since it makes file sharing, editing, and reviewing efficient. It offers strong access control techniques for security. Only those with proper permissions can read, edit, or delete files when access rights are provided to users or groups. Scalability and efficiency are enhanced by having a central repository. It eliminates the need for various decentralized storage systems, which lowers maintenance and management costs. As the organization grows, it can scale up its storage capacity, thereby meeting the business's storage needs.

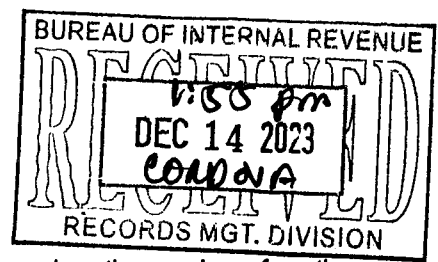
As a result of all of these advantages, organizational productivity will be optimized.

2. OBJECTIVES

1. Prescribes policies, guidelines and procedures in the implementation and use of Central Repository System of digital documents/files and reports by BIR Offices.
2. Provides a single, organized, convenient and secure way to store and manage official documents/files.

3. POLICIES

1. The Central Repository System of digital documents/files and reports shall serve as the official repository /storage of digital documents/files and reports of BIR offices.
2. All BIR offices shall be allocated an initial storage capacity of 250 Gigabytes. Request for additional storage capacity may be considered subject to evaluation and recommendation by the Chief, Network Management and Technical Support Division (NMTSD) and approval by the Assistant Commissioner of Information Systems Development and Operations Service (ACIR, ISDOS).



3. Each allocated storage shall be allotted initial sub-folders based on the number of sections per office. Allocated spaces may be distributed for use of its office personnel who will have access to save and retrieve documents/files to and from the BIR Central Repository System.
4. BIR offices shall initially identify two (2) authorized users to be given access to the Central Repository System. Number of authorized users per office may be increased subject to approval by ACIR, ISDOS.
5. The BIR Central Repository System shall be accessed only thru BIR-issued personal computers and laptops connected to BIR network.
6. Authorized officials/employees shall accomplish BIR Form No. 0041 – Office Automation Request and Acceptable Use Policy (AUP) for the creation of account.
7. Only official digital documents/files shall be uploaded to the BIR Central Repository System. Personal files like photos, music/videos, and other non-work related files are strictly not allowed.
8. Large file backups shall be performed after office hours.
9. BIR offices who intend to procure new/additional NAS must first consult with the Network Management and Technical Support Division.
10. All issues/problems concerning the system encountered by the users shall be reported/logged in the BIR Service Desk System.

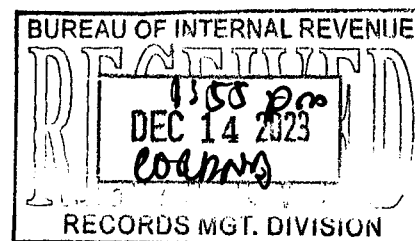
4. ROLES AND RESPONSIBILITIES

1. Concerned BIR Office/Users

- 1.1 Keep official files organized and remove unofficial files/data.
- 1.2 Comply with Section 3.6
- 1.3 Report/log thru BIR Service Desk System all concerns/problems/issues encountered.

2. Network Management and Technical Support Division (NMTSD)

- 2.1 Disseminate to all concerned (manually and electronically) the notification/advisory relative to the implementation of the system.
- 2.2 Conduct briefing on the appropriate use of the system.
- 2.3 Process user account creation and provide access to the allocated storage pool upon approval of request.
- 2.4 Process approved request for additional users account and increase storage capacity.
- 2.5 Define user roles, permissions, and restrictions to ensure security and confidentiality of documents/files.
- 2.6 Revoke access of users from NO who have been transferred from one office to another office, have retired, or for other similar related circumstances.



- 2.7 Ensure availability of the system.
- 2.8 Monitor and evaluate the utilization and over-all performance of the system.
- 2.9 Monitor and respond to capacity-related and technical related problems/issues/concerns encountered by the users. Administer proactive and predictive activities such as estimating future capacity requirements and setting controls on storage allocation to ensure sufficient capacity levels.
- 2.10 Conduct regular backup of the system.

3. Revenue Data Center (RDC) - Computer Operations, Network and Engineering Division (CONED)

- 3.1 Conduct briefing on the appropriate use of the system.
- 3.2 Process requests for user account creation and increase of storage capacity.
- 3.3 Revoke access of users under their support jurisdiction who have been transferred from one office to another office, have retired, or for other similar related circumstances.

4. Assistant Commissioner, Information Systems Development and Operations Service

- 4.1. Approve/Disapprove request for additional users and/or increase in storage capacity.

5. GUIDELINES AND PROCEDURES

1. User Account Creation/Increase in Storage Capacity

1.1 User

- 1.1.1 Accomplish BIR Form No. 0041 – Office Automation Request and Acceptable Use Policy (AUP).
- 1.1.2 Submit duly accomplished BIR Form No. 0041 – Office Automation Request and Acceptable Use Policy (AUP):
 - 1.1.2.1 User from National Office to NMTSD
 - 1.1.2.2 User from LTS and Revenue Regions/Divisions/RDOs to concerned RDC
- 1.1.3 Receive credentials thru email.

1.2 CONED - RDC

- 1.2.1 Receive and review the completeness of BIR Form No. 0041 and AUP.
- 1.2.2 Forward via email the validated BIR Form No. 0041 and AUP to NMTSD.
- 1.2.3 Log in the Service Desk System the request of access/increase in storage capacity.
- 1.2.4 Escalate the logged requests for access in the Service Desk System to NMTSD - Office Automation Section.

1.3 NMTSD

- 1.3.1 Receive and process request from NO/RDCs.
- 1.3.2 Create user account and configure connection to the Central Repository system on BIR-issued PCs and laptops.
- 1.3.3 Implement the approved modification in storage capacity.

1.4 ACIR-ISDOS

- 1.4.1 Approve/disapprove the request for access/increase in storage capacity to the BIR Central Repository.

2. Use of the System

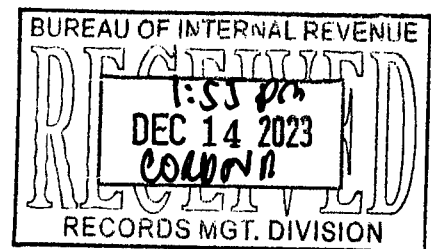
- 2.1 NMTSD shall provide the credentials of the users together with the job aid on how to use the system. (See Annex A)

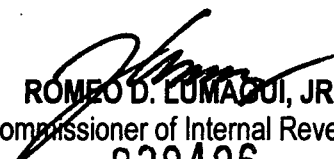
3. System Maintenance

- 3.1 NMTSD shall perform the following:
 - 3.1.1 System Health Monitoring
 - Conduct system health check for CPU, memory, and disk utilization regularly.
 - 3.1.2 Backup and Restoration
 - Implement automated daily backup.
 - Monitor the status of backup.
 - Restore backup, if necessary.

6. EFFECTIVITY

This Order shall take effect immediately.




ROMEO D. LUMAQUI, JR.
Commissioner of Internal Revenue
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