



Bringing In Revenues
for Nation-Building

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE



August 13, 2026

REVENUE MEMORANDUM ORDER NO. 028 - 2026

SUBJECT POLICIES AND GUIDELINES ON THE USE OF VIDEOCONFERENCING PLATFORMS/ TOOLS

TO All Revenue Officials, Employees and Others Concerned

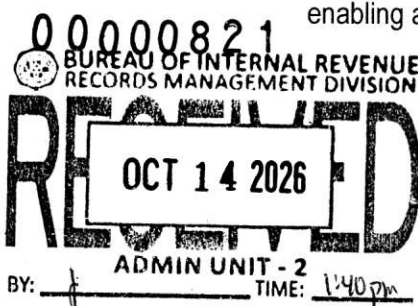
I. OBJECTIVES

This order is hereby issued to:

- 1.1 Prescribe the policies and guidelines on the effective, secure and appropriate use of videoconferencing platforms to support official communication and collaboration within the Bureau;
- 1.2 Ensure the protection of information, proper use of agency-approved tools, and consistent practices across all offices in the conduct of virtual meetings and related activities; and,
- 1.3 Define the duties of identified revenue officials/personnel, and offices on the use of the videoconferencing tools.

II. POLICIES AND GUIDELINES

- 2.1 Videoconferencing platforms shall be used strictly for official purposes in support of BIR operations, communication, coordination, and collaboration.
- 2.2 Only BIR-approved videoconferencing tools, such as Microsoft Teams and Zoom, shall be used for official meetings, webinars, conferences, and related activities.
- 2.3 Access to videoconferencing accounts shall be limited to authorized personnel in accordance with existing BIR ICT access policies.
- 2.4 Concerned users, personnel/officials, shall:
 - 2.4.1 Ensure protection of their videoconferencing tool account credentials and passwords.
 - 2.4.2 Maintain professional demeanor and attire during video calls.
 - 2.4.3 Ensure proper space with quiet and well-lit location with a neutral background.
 - 2.4.4 Observe due diligence while using the videoconferencing tools account in accordance with the data security and privacy standards under the Data Privacy Act, its Implementing Rules and Regulation and existing ICT security policies and computer baseline security standard, including transferring of files and settings/configuration to the account.
- 2.5 Concerned organizers/virtual host shall:
 - 2.5.1 Always conduct videoconferencing test in advance at least one (1) day before the actual meeting/webinar/conference to simulate and resolve any technical issues/glitches and ensure proper and clear audio-video connections
 - 2.5.2 Send/share meetings/webinar/conference link to only target participants in order to eliminate unsolicited audience/participants.
 - 2.5.3 Require and set proper naming convention/display name for the attendees who are authorized to join meeting/webinar/conference. Example (Office_FullName)
 - 2.5.4 All meeting/webinar/conference shall be recorded and shared content for reference and enabling absentees to catch up with the discussion/content of the videoconferencing.



- 2.6 Network Management and Technical Support Division administrator shall ensure videoconferencing software is up-to-date to protect against vulnerabilities.
- 2.7 Minimum Requirements for videoconferencing
 - 2.7.1 Desktop computer and/or laptops with video cameras in the office/conference room;
 - 2.7.2 Audio system and speakers in the office/conference room;
 - 2.7.3 Stable internet connection to avoid disruptions;

III. ROLES AND RESPONSIBILITIES

3.1 Requester/User shall:

- 3.1.1 Submit duly accomplished and duly signed request by concerned Head of Office to NMTSD for new M365 and/or Zoom account
 - 3.1.1.1 BIR Form No. 0041-Office Automation Request (Annex A)
 - 3.1.1.2 Acceptable Use Policy (AUP)

3.2 Concerned Head of Office shall:

- 3.2.1 Recommend the approval of new/additional videoconferencing tools account thru justification to be attached to BIR Form 0041;

3.3 Network Management and Technical Support Division

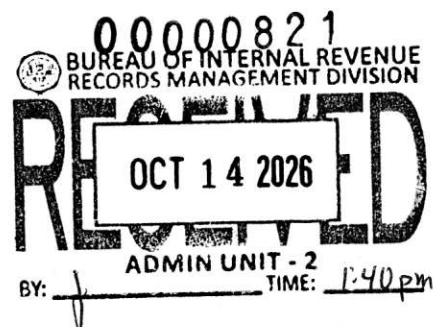
- 3.3.1 Provide technical support to all videoconferencing tools user in the National Offices while concerned RDCs for Regional and District users.
- 3.3.2 Provide Monthly Report to Management the usage of videoconferencing platform;
- 3.3.3 Evaluate request for M365 / Zoom Account and inform the requestor approval or non-approval.
- 3.3.4 Endorse for approval of the request/s for O365/Zoom Account to Assistant Commissioner, Information Systems Development and Operations Service / Deputy Commissioner, Information Systems Group.

3.4 Security Management Division

- 3.4.1 Regulate that all policies and guidelines stated in this RMO and in BIR ICT security policies are strictly enforced and followed by all videoconferencing account users.

3.5 Assistant Commissioner – Information Systems Development and Operations Service / Deputy Commissioner Information Systems Group shall:

- 3.5.1 Approve/Disapprove requests for new videoconferencing tools account.



IV. SANCTIONS

Non-compliance with the security and privacy of videoconferencing tools shall be subject to immediate disciplinary and/or legal actions based on RMO 67-2010 Policies & Guidelines on Information & Communication Technology Security Offense.

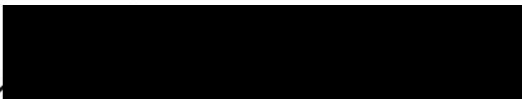
V. REPEALING CLAUSE

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

VI. EFFECTIVITY

This Order shall take effect immediately.




CHARLITO MARTIN R. MENDOZA
Commissioner of Internal Revenue

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