



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.

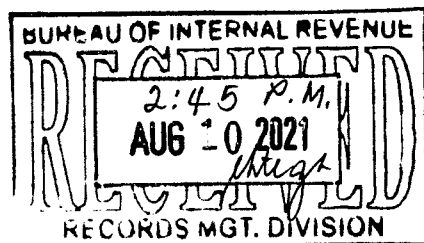
II. Reiteration Clause

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.

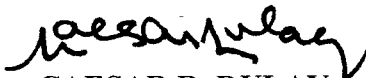
All other issuances and/or portions thereof inconsistent herewith are hereby revoked and/or amended accordingly.

III. Effectivity

This Order takes effect immediately.



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CAESAR R. DULAY
Commissioner of Internal Revenue
044469





Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

UPDATE SECURITY & ACCESS MATRIX REQUEST FORM

Annex A

BIR Form No.
Revised
July, 2021

0036

Print / Indicate clearly all required information

| | | | | | | | | | |
|---|--|---|--|---|--|--|--|--|--|
| Requestor 1 Name | | 2 Date Requested (mm/dd/yyyy) | | | | | | | |
| 3 Signature | | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> | | | | | | | |
| | | | | | | | | | |
| 4 Designation | | 5 Office | | | | | | | |
| 6 Telephone Number | | 7 Reasons for Request | | | | | | | |
| <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> | | | | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> | | | | | |
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| | | | | | | | | | |
| <input type="checkbox"/> 7A System Change | | <input type="checkbox"/> 7B Organization Change | | | | | | | |
| <input type="checkbox"/> 7C Modification of Access Privilege | | 8 Description of Change / Modification | | | | | | | |
| | | | | | | | | | |

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|---|--|--|--|--|--|
| Approved | | | | | |
| 9 _____ Process Owner / Project Manager Signature over Printed | 10 Date (mm/dd/yyyy) <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> | | | | |
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| Approved for Processing | | | | | |
| 11 _____ DCIR, Information Systems Group Signature over Printed | 12 Date (mm/dd/yyyy) <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> | | | | |
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| Stamp of Receiving Office and Date of Receipt |
| |



Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

UPDATE SECURITY & ACCESS MATRIX REQUEST FORM

BIR Form No.
Revised
April, 2008

OLD FORM
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)

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1 Name

3 Signature

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4 Designation

5 Office

6 Telephone Number

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6A Area Code

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6B Telephone Number

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|--|--|--|--|--|--|--|--|
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7 Reasons for Request

7A System Change

7B Organization Change

7C Modification of Access Privilege

8 Description of Change/Modification

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To be filled-up by Process/Owner/Manager

Recommending Approval

10 Date (mm/dd/yyyy)

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9

Signature over Printed

To be filled-up by DCIR, Information Systems Group

Approved by

Stamp of Receiving Office
and Date of Receipt

12 Date (mm/dd/yyyy)

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11 LANEE CUI DAVID
DCIR, Information Systems Group

Signature over Printed