REVENUE MEMORANDUM ORDER NO. 2-2004 issued on January 22, 2004 prescribes the policies and procedures on the use of notebooks/laptops to be issued to concerned BIR officials/personnel.

The Commissioner and all Deputy Commissioners (DCIRs) shall be issued one notebook/laptop each for their use.

A pool (common unit for sharing) of notebooks/laptops to be used by other offices shall be established, which shall be managed by the Systems Support Division. Old notebooks/laptops issued to DCIRs shall be relinquished upon issuance of new unit and shall be included to the pool of notebooks/laptops.

Other BIR officials may request for the issuance of notebooks/laptops provided that there is proper justification for such request. BIR officials/personnel can bring the notebook/laptop outside BIR premises provided that it shall be used for official business only.