



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS

# OFFICE AUTOMATION REQUEST

BIR Form No.

# 0041

Revised: October 2018

Fill in all applicable spaces. Mark appropriate box with an "X".

## Requestor Information (Please Print)

1A. Last Name

1B. First Name

1C. Middle Name

2. Site/Division/Section

3. Position/Title

4. Signature

5. Contact Number

6. Date of Filing (mm/dd/yyyy)

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

7. Account/s Requested

☐ 7A. Active Directory Account

☐ 7D. WebMail Account

☐ 7B. Internet Access

☐ 7E. Increase Disk Quota

☐ 7C. Desktop eMail Account

☐ 7F. Others

8. Reason for Request

9. Head of Requesting Office

|                                      |               |
|--------------------------------------|---------------|
| _____<br>Signature Over Printed Name | _____<br>Date |
|--------------------------------------|---------------|

10. Endorsed by (Chief - NMTSD)

|                                      |               |
|--------------------------------------|---------------|
| _____<br>Signature Over Printed Name | _____<br>Date |
|--------------------------------------|---------------|

11. Recommended for Approval ☐ Yes ☐ No

12. Reason for Disapproval

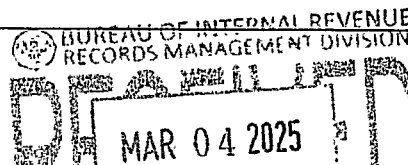
13. Recommending Approval (ACIR - ISDOS)

|                                      |               |
|--------------------------------------|---------------|
| _____<br>Signature Over Printed Name | _____<br>Date |
|--------------------------------------|---------------|

14. Approved/Disapproved (DCIR - ISG)

|                                      |               |
|--------------------------------------|---------------|
| _____<br>Signature Over Printed Name | _____<br>Date |
|--------------------------------------|---------------|

15. Remarks



ADMIN UNIT - 1  
TIME: 1:40pm