



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM

Order No. 21 *QJ*
Series of 2024

TO : ALL OFFICES, SERVICES, DIVISIONS, SPECIAL PROGRAMS, AND
ATTACHED OFFICES UNDER THE OFFICE OF THE CHIEF
MINISTER
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : PRODUCTION OF NEW OFFICE IDENTIFICATION CARDS

DATE : 27 Dhu'l-Qa'dah 1445 AH | 04 June 2024

1. The Information and Communications Office (ICO), in coordination with the Administrative Management Service-Human Resource Management Division (AMS-HRMD), will facilitate the production of the new **Office Identification Cards (IDs)** starting on **10 June 2024**.
2. All employees are enjoined to have their new ID pictures taken in accordance with the attached schedule. However, regular/plantilla personnel may follow their office's schedule or visit the ICO for a picture at any time during office hours.
3. A separate schedule shall be provided for the releasing of the new IDs. All expired IDs must be surrendered upon issuance. In case of loss of old IDs, an Affidavit of Loss must be secured and provided to the ICO.
4. The OCM will no longer facilitate the production of IDs for attached offices with fiscal autonomy.
5. Employees whose details were not provided in the Employee Profile pursuant to OCM Memorandum Order No. 138, s. of 2024 may access the Identification Profiling Form through the link or QR Code provided below:

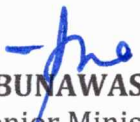


<http://bit.ly/IDProfilingForm>

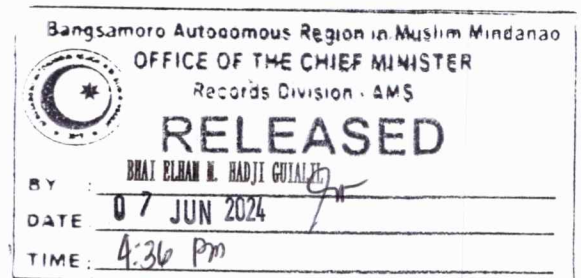
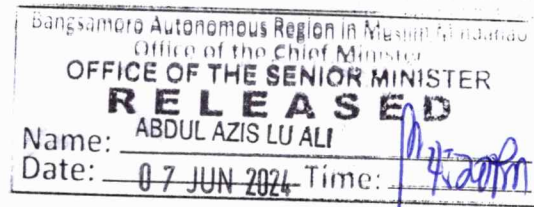
6. For questions and/or clarifications, please contact Mr. Harriz M. Lauban of the AMS-HRMD at (064) 421-9968.

For guidance and compliance

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABUNAWAS L. MASLAMAMA
Senior Minister

OCM-BARMM AMS-RD
AAA162695



RECEIVED FOR ROUTING
By: Masnah Time: 4:20 PM
Date: 07 JUN 2024

**Office ID Production Schedule
10 June to 28 June 2024**

NO.	OFFICE	DATE	TIME
1	OCM Immediate Staff	10 June 2024 (Monday)	8:00AM - 10:00AM
2	Office of the Senior Minister	10 June 2024 (Monday)	10:00AM - 12:00AM
3	Office of the Cabinet Secretariat	10 June 2024 (Monday)	1:00PM - 3:00PM
4	Office of the Chief of Staff	10 June 2024 (Monday)	3:00PM - 5:00PM
5	Office of the Deputy Chief Minister-Mainland	11 June 2024 (Tuesday)	8:00AM - 10:00AM
6	Office of the Deputy Chief Minister-Island Province	11 June 2024 (Tuesday)	10:00AM - 12:00NN
7	Office for other Bangsamoro Communities	11 June 2024 (Tuesday)	1:00PM - 3:00PM
8	IGR Secretariat Office	11 June 2024 (Tuesday)	3:00PM - 5:00PM
9	The Clinic	13 June 2024 (Thursday)	8:00AM - 10:00AM
10	Blue Mosque	13 June 2024 (Thursday)	10:00AM - 12:00NN
11	Information and Communications Office	13 June 2024 (Thursday)	1:00PM - 3:00PM
12	Internal Audit Office	13 June 2024 (Thursday)	3:00PM - 5:00PM
13	LLLO	14 June 2024 (Friday)	8:00AM - 10:00AM
14	Bangsamoro Liaison Office in Metro Manila	14 June 2024 (Friday)	1:00PM - 3:00PM
15	AMS-Director's Office	14 June 2024 (Friday)	3:00PM - 5:00PM
16	AMS-Human Resource Management Division	17 June 2024 (Monday)	8:00AM - 10:00AM
17	AMS-Records Division	17 June 2024 (Monday)	10:00AM - 12:00NN
18	AMS-Property and Supply Division	17 June 2024 (Monday)	1:00PM - 3:00PM
19	Bangsamoro Library and Archives	17 June 2024 (Monday)	3:00PM - 5:00PM
20	AMS-General Services Division	18 June 2024 (Tuesday)	8:00AM - 10:00AM
21	AMS-GSD Maintenance Division	18 June 2024 (Tuesday)	10:00AM - 2:00PM
22	AMS-GSD Housekeeping Division	18 June 2024 (Tuesday)	2:00PM - 5:00PM
23	FMS-Director's Office	19 June 2024 (Wednesday)	8:00AM - 10:00AM
24	FMS-Budget Division	19 June 2024 (Wednesday)	10:00AM - 12:00NN
	FMS-Accounting Division	19 June 2024 (Wednesday)	1:00PM - 3:00PM
25	FMS-Cash Division	19 June 2024 (Wednesday)	3:00PM - 5:00PM
26	TMS-Director's Office	20 June 2024 (Thursday)	8:00AM - 10:00AM
27	TMS-Research and Development Division	20 June 2024 (Thursday)	10:00AM - 12:00NN
28	TMS-Planning and Management Division	20 June 2024 (Thursday)	1:00PM - 3:00PM
29	Procurement Service	20 June 2024 (Thursday)	3:00PM - 5:00PM

30	Intelligence and Security Service	21 June 2024 (Friday)	Whole day
31	Bangsamoro Information Office	24 June 2024 (Monday)	8:00AM - 10:00AM
32	Bangsamoro Board of Investments	24 June 2024 (Monday)	10:00AM - 12:00NN
33	Office of the Wali of Bangsamoro	24 June 2024 (Monday)	1:00PM - 3:00PM
34	Bangsamoro Information Communication Technology Office	24 June 2024 (Monday)	3:00PM - 5:00PM
35	Office for Settler Communities	25 June 2024 (Tuesday)	8:00AM - 10:00AM
36	Bangsamoro Darul Ifta	25 June 2024 (Tuesday)	10:00AM - 12:00NN
37	Project SALAM	25 June 2024 (Tuesday)	1:00PM - 3:00PM
38	TABANG	26 June 2024 (Wednesday)	8:00AM - 12:00NN
39	MRP	26 June 2024 (Wednesday)	1:00PM - 5:00PM
40	KAPYANAN	27 June 2024 (Thursday)	Whole day
41	AMBAG	28 June 2024 (Friday)	8:00AM - 10:30NN
42	SLMG	28 June 2024 (Friday)	1:30PM - 4:00PM