



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. 004 
Series of 2023

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

SUBJECT : SUPPLEMENTARY GUIDELINES ON MEMORANDUM ORDER NO.
0016, S. 2023

DATE : 01 Rajab 1444 AH | 23 January 2023

1. Memorandum Order No. 0016, s. 2023 provides the guidelines on the submission of activity proposals submitted by offices, services, divisions, special programs and attached agencies under the Office of the Chief Minister.
2. Section V, item H [d] of the said guidelines stipulates that all proposed learning and development activities shall be recommended for approval by the Personnel Development Committee (PDC) Chairperson.
3. In addition to this, and consistent with the approved Learning and Development (L&D) policy signed by the Chief Minister, the existing procedures exclusively relative to L&D shall govern, viz:

STEP/S	ACTION	PERSON/OFFICE ASSIGNED
1	Preparation of L&D Activity Proposal	Head/duly assigned personnel from requesting office
2	Review of necessity and consistency based on the mandate of the Office represented; signature affixation	Human Resource Management Division
3	Certification of availability of funds; signature affixation	Finance and Management Service - Office of the Director

4	Consistency with the Work Financial Plan; countersign for the PDC Chairperson	Technical Management Service - Planning Management Division
5	Signature for approval of the recommendation	Technical Management Service - Office of the Director
6	Signature for Approval	Office of the Senior Minister

4. All L&D-related provisions of Memorandum Order No. 0016, s. of 2023 that are not consistent with the approved OCM L&D policy are hereby amended or repealed accordingly. Conversely, all other provisions of the same issuance shall remain in effect.
5. Please see the herein attached existing template (*Annex A*) for L&D-related activities. For non-L&D-related activities, the template provided in Memorandum Order No. 0016, s. 2023 shall be followed.
6. For questions and/or clarifications, please contact Mr. Arham L. Kamensa of AMS - Human Resource Management Division (HRMD) at mobile no. 09171078030.

For guidance and compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM

ABDULRAOF A. MACACUA
Senior Minister

OCM-BARMM RD-AMS
AAA138581



Bangsamoro Autonomous Region in Muslim Mindanao
Office of the Chief Minister
OFFICE OF THE SENIOR MINISTER
RELEASED
Name: ABDUL AZIS LU ALI
Date: FEB 06 2023 Time: 9:50 AM

Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
Records Division - AMS
RELEASED
By: Bhai Elham M. Hadji Guialil
DATE: 06 FEB 2023
TIME: 10:39 AM

RECEIVED FOR ROUTING

By: MASNAH K. MIDTIMBANG

Date: 06 FEB 2023

Time: 10:35 AM

Annex A



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

L&D PROPOSAL

ACTIVITY BRIEF	
L&D ACIVITY TITLE	<the title of your activity>
DATE AND VENUE	<the date of implementation, inclusive of travel dates if applicable>
PARTICIPANTS	<total number of participants including the resource persons and the organizers>
BUDGETARY REQUIREMENTS	<the financial requirement to be defrayed for the implementation of the activity>

I. RATIONALE

<Provide justification for the conduct of the activity.
Guide Questions in formulating rationale of your activity:

- What is the activity all about?
- Why is the activity necessary and worthwhile to be approved?
- What is the relevance of the L&D to the mandate/s of your office or to the Office of the Chief Minister-BARMM?>

II. OBJECTIVES

<State what you intend to achieve through this intervention. It should be specific, measurable, attainable, realistic and time bounded. >

III. METHODOLOGY

<This section lists and discusses the specific steps and activities that will be performed by the proponent to accomplish the activity. The methodology includes:

- Who will be responsible for the tasks;
- The resource person;
- What will be done;
- When and how long will the activity be done; and
- Where will it be done

It should indicate the sequence of all major activities and implementation milestones, including targeted beginning and ending dates for each step. Provide as much detail as possible at this stage.

The Implementation Plan should show a logical flow of steps, indicating that all the things that must happen have been carefully thought through from the current to the end of activity situation. Please include in the Implementation Plan the required reports, and evaluation activities.

IV. LIST OF PARTICIPANTS

<This section provides the details of the participants including their total number, offices invited for the activity, if any.>

V. FLOW OF PROGRAM

<Specify the itinerary and flow of the program. Follow the sub-template below.>

DAY 1		
TIME STAMP	SPECIFIC ACTIVITY	PERSON/OFFICE ASSIGNED
DAY 2		

VI. BUDGETARY REQUIREMENTS

<Indicate the total amount required to defray the expenses for the conduct of the activity. Use the table below>

Particulars	Unit	Unit Cost	Quantity	Frequency	Amount
A. Meals					
i.					
ii.					
B. Venue and Accommodation					
i.					
ii.					
C. Transportation					
i.					
ii.					
D. Honorarium of the Resource Person/s					
i.					

ii.					
E. Supplies and Materials					
i.					
ii.					
GRAND TOTAL					

Prepared by:

Reviewed and verified by:

Head of Office/Duly designated personnel

LADY HANIFAH R. MINDALANO-ALONTO
Chief Administrative Officer, AMS-HRMD
Member, Personnel Development Committee

Certified Availability of Funds:
Amount: *(to be filled out by Budget Division Chief)*

Recommending Approval:

MARIAM U. DAUD
Director III, FMS
Member, Personnel Development Committee

ENGR. WINDEL P. D IANGCALAN
Director III, TMS
Chair, Personnel Development Committee

Approved by:

ABDULRAOF A. MACACUA
Senior Minister