



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

Circular No. **014 378**
Series of 2025

TO : **ALL MINISTRIES, OFFICES, AND AGENCIES**
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : **CONDUCT OF WORKSHOP ON FORMULATION OF A
STANDARD OPERATING PROCEDURE (SOP) IN PLANNING
AND FORMULATING AN INFORMATION SYSTEMS (IS)**

DATE : **17 Rabi Ath-Thani 1447 AH | 09 October 2025**

1. Section 2 (f), Title III, Book IV of the Bangsamoro Autonomy Act No. 13, otherwise known as the *Bangsamoro Administrative Code* provides that the Bangsamoro Information and Communications Technology Office (BICTO) shall propose management policies, systems, and processes to ensure economical and efficient delivery of information and communication technology support service to all offices of the Office of the Chief Minister.

2. Pursuant thereto, BICTO will conduct a workshop on “**Formulation of a Standard Operating Procedure (SOP) in Planning and Formulating an Information Systems (IS).**” The following are the details of the workshop:

Date: **11 November 2025**

Time: **8:00 a.m. to 5:00 p.m.**

Venue: **Paragon Hotel and Restaurant, Rosary Heights 12, Cotabato City.**

3. This initiative is in line with the effort to finalize ICT Guidelines for the Bangsamoro Government and establish a unified, systematic, and transparent process in planning and formulating Information Systems across all Bangsamoro ministries, offices, and agencies (BMOAs).

4. Each BMOA is enjoined to designate **one (1) participant** to attend the activity, preferably an Information Technology Officer, Information Systems Analyst, IT Staff/Focal Person, or Planning Officer who is directly involved in ICT planning, system development, and implementation.

5. Kindly confirm your attendance through the QR code or link provided below on or before **24 October 2025**.

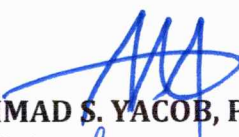


<https://forms.gle/dkeirrhM6YHKZepj7>

6. For questions and/or clarifications, you may contact BICTO through Mr. Merham Diamal at 09948145386 or email at bicto@bangsamoro.gov.ph.

For guidance and compliance.

By Authority of the Chief Minister
ABDULRAOF A. MACACUA


MOHAMMAD S. YACOB, Ph.D.
Senior Minister

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