



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. 030 *8/25*

Series of 2023

TO : ALL OFFICES, SERVICES, DIVISIONS, SPECIAL PROGRAMS AND ATTACHED OFFICES (BBOI, BICTO, BDI, BIO, OSC) UNDER THE OFFICE OF THE CHIEF MINISTER
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : MINUTES OF THE MEETING FORMAT & GUIDELINES

DATE : 27 Safar 1445 AH | 12 September 2023

I. RATIONALE

The purpose of these guidelines is to establish a standard format and content for minutes of meetings. By following these guidelines, we can ensure that our meetings are well-documented, easy to understand, and provide a clear record of the decisions made and actions taken.

The preparation of meeting minutes, along with photo documentation, is included in the list of documents to be completed by the end-user for catering services in procurement-related transactions. This requirement is outlined in Form 6 of the 2nd Edition of the Standardized Documentary Checklist, as specified in Memorandum Order No. 0692, Series of 2022, which provides guidelines for the implementation of the 2nd Edition of the Standardized Documentary Checklist (SDC) for Processing of Payments

Further, it is crucial for ensuring the minutes are accurate and comprehensive, noting all the important facts such as important decisions, action items, and any additional significant details mentioned during the meeting. It encourages consistency in both the minutes' format and contents, making them easier to read and comprehend. Additionally, it ensures accountability by assigning action items to particular people or offices with deadlines for completion and ensuring that they are promptly distributed to all relevant stakeholders while promoting efficient communication and transparency.

These guidelines are based on the policies and procedures of the Office of the Chief Minister (OCM) and are designed to conform to their requirements for documenting meeting minutes. These guidelines are considered a "Means of Verification" under the Strategic Performance Management System (SPMS) policy, indicating that meeting minutes serve as evidence that meetings took place and that actions discussed during the meeting were recorded. Additionally, the meeting minutes are utilized in financial reporting to support the budget liquidation and reporting process.

II. OPERATIONAL TERMS

These refer to the specific words, phrases, or expressions used to provide practical instructions for taking accurate and complete meeting minutes. Some of the operational terms in meeting minutes guidelines include:

- a. **Attendees** - Identifying who was present at the meeting
- b. **Agenda** - Listing the items discussed during the meeting
- c. **Decisions** - Recording the key decisions made during the meeting
- d. **Action Items** - Documenting any tasks or action items assigned during the meeting
- e. **Time** - Noting the start and end times of the meeting
- f. **Quorum** - Identifying the minimum number of attendees required for the meeting to be valid
- g. **Approval** - Indicating how and by whom the minutes will be approved
- h. **Distribution** - Outlining how and when the meeting minutes will be distributed to relevant stakeholders
- i. **Format** - Providing instructions on the structure and layout of the meeting minutes.

III. SCOPE AND COVERAGE

These guidelines apply to all meetings held by our divisions, services, offices, PMOs, and to all individuals responsible for documenting meeting minutes.

IV. GENERAL GUIDELINES

When taking meeting minutes, the following general guidelines should be followed:

- a. Use a consistent format for the minutes.
- b. Begin with the date, time, and location of the meeting.
- c. List the attendees and their titles or positions.
- d. Document the agenda items and any decisions made.
- e. Assign action items to specific individuals and include a deadline for completion.
- f. Use clear and concise language.
- g. Review the minutes for accuracy and completeness before distributing.

V. SPECIFIC GUIDELINES

- a. It's important for meeting minutes to focus on actions taken, rather than simply recording what was said.
- b. Summary minutes are a type of minutes that provide a brief summary of the key discussion points, without attributing them to specific individuals.
- c. Meeting minutes for study sessions and committee meetings may benefit from including additional administrative details.
- d. Meeting minutes should capture each main motion made during the meeting, along with its outcome (e.g. passed, failed, referred to committee, postponed, etc.). Minor procedural motions, such as approving the agenda or calling the question, may not need to be included.
- e. It's important to include any points of order or appeals made during the meeting, along with their outcomes. This information can set a precedent for future meetings.
- f. If the body wishes to provide a rationale for its actions, a resolution with "whereas" clauses can be used in the meeting minutes.
- g. The minutes typically do not include withdrawn motions.
- h. It's important to ensure that members do not add new material after the meeting for inclusion in the minutes.

- i. Meeting minutes must accurately reflect what actually occurred during the meeting and cannot be altered to include something that did not happen.
- j. Reports submitted in writing can be filed separately and do not need to be included in the minutes.
- k. The minutes should provide details of any elections held and the complete text of any policy adopted. Lengthy policies or guidelines can be recorded separately.

VI. SUBMISSION & FILLING OF MINUTES OF THE MEETING

Minutes of the meeting should be submitted within five (5) working days after the meeting to the assigned SPMS focal. This is necessary for maintaining meeting records and serving as a means of verification for monitoring and reporting purposes.

VII. FORMAT AND STRUCTURE

The format and structure for meeting minutes should adhere to the guidelines as outlined below. A sample format is provided in the annex for reference.

Meeting Information. This section of the meeting minutes should include basic information such as the title of the meeting (the type of meeting e.g., regular meeting, special meeting, committee meeting, etc.), name of the division/service/office/PMO, the date, time, and venue of the meeting.

Attendees. The section for attendees in the meeting minutes should include the names and designations of all participants to ensure that everyone who should be present is accounted for. This information can also provide context for the decisions made during the meeting. It's recommended to include sex-disaggregated data in the attendance sheet.

Approval of Previous Minutes. In this section, any corrections or changes made to previous meeting minutes should be summarized and approved by the attendees of the current meeting. This helps ensure accuracy and consistency in the documentation of meeting proceedings.

Agenda Items. The agenda items section should provide a list of all items discussed during the meeting, along with a brief summary of the discussions and decisions made. This section can be helpful for individuals who were not present at the meeting to understand the topics covered and any action taken.

Action Items. This section should provide a list of all action items identified during the meeting, along with the responsible individual(s) and the deadline for completion. This helps ensure accountability and follow-up on any decisions or tasks assigned during the meeting.

Adjournment. This section should include the time of adjournment and the date, time, and location of the next meeting. This helps ensure that attendees are aware of any future meetings and can plan accordingly.

Photo Documentation. A maximum of six (6) relevant photos with captions that illustrate the conduct of the activity shall be attached.

Prepared by. The name of personnel who drafted the meeting minutes affixing his/her signature over printed name.

Approved by. The division chief/head of office affixing his/her signature over printed name.

VIII. SEPARABILITY AND REPEALING CLAUSE

In the event that any portion of these guidelines is deemed invalid or unenforceable, the remaining guidelines shall continue to be in effect. These guidelines are subject to

modification or revocation by the Planning and Management Division of the Technical Management Service under the direction of the Management Committee.

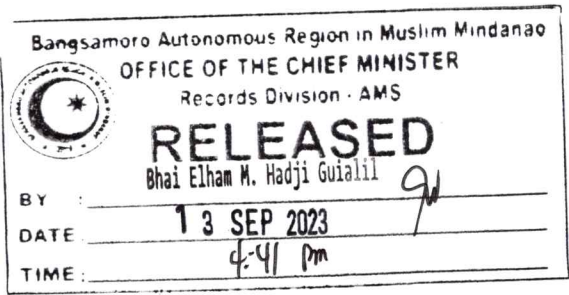
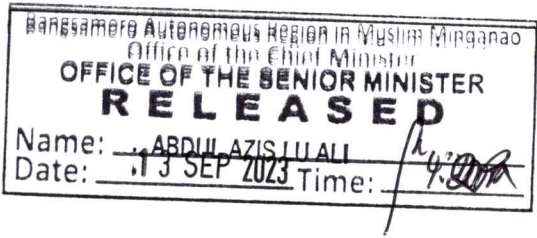
IX. EFFECTIVITY

This order shall take effect immediately upon its issuance.

For guidance and compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABUNAWAS L. MASLAMAMA
Senior Minister 9



RECEIVED FOR ROUTING
By: MASNAH K. MIDTIMBANG
Date: 13 SEP 2023
Time: 4:35 PM



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Sample Illustration

MINUTES OF THE MEETING

Meeting Information:

Types of Meeting	<indicate the meeting title, e.g. Regular Staff Meeting, Monthly Meeting, etc.>	
Division/Service/Office/PMO	<place the name of division/service/office/PMO	
Date		
Time	Start:	End:
Venue		

Attendees: See attached Annex A (Attendance Sheet)

Approval of Previous Minutes:

Agenda Items		Agreed Actions
List of Agenda	Summary of Discussions	

Adjournment:

Photo Documentation:

Prepared by:

Approved by: