



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. 0072
Series of 2023

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

SUBJECT : AMENDMENT TO THE REVISED GUIDELINES ON THE PREPARATION AND FINALIZATION OF WORK AND FINANCIAL PLAN (WFP)

DATE : 01 Sha'ban 1444 AH | 21 February 2023

1. Pursuant to **Memorandum Order No. 0655, s. of 2022** providing the revised guidelines on the preparation and finalization of Work and Finalization Plan (WFP), the following are hereby amended, to wit:

- Section III, General Guidelines, to read as follows:
 - a. **Approved Personnel Services;**
 - b. Proposed Personnel Services, if any (during the budget preparation stage);
 - c. Maintenance and Other Operating Expenses; and
 - d. Capital Outlay, if any
- Section III, General Guidelines, Item B, Finalization of WFP, to read as follows:
 - b. Office should take into consideration the Budget Expenditure Program provide by the **Finance Management Service-Budget Division** in finalizing the WFP and in recalibrating its targets. **Each office's approved personnel services must be accurately calculated and reflected in the monthly financial and physical targets in its WFP.**
 - e. If the program, project or activity design necessitating funds proposed by the office is not within the approved WFP, justification is required and upon the recommendation of the TMS-Planning and Management Division and the FMS-Budget Division, must be approved by the **Office of the Senior Minister.**
- Section VI, Required Attachments, to read as follows:
 - a. The WFP shall be attached with justification during the preparation and finalization phases, template of which is provided as Annex B of these guidelines. Sample entries are also provided as reference.

The justification shall be approved by the **Head/Service Director of the Office/division concerned.**

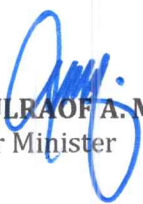
- b. Contract of Service Personnel (COSP) must secure the justification for the same using the template attached as Annex C.

To ensure that there is no unnecessary duplication of work among the personnel, each position title occupied by more than one personnel must be justified individually. **The AMS-Human Resource Management Division and the FMS-Budget Division are hereby enjoined to evaluate the same.**

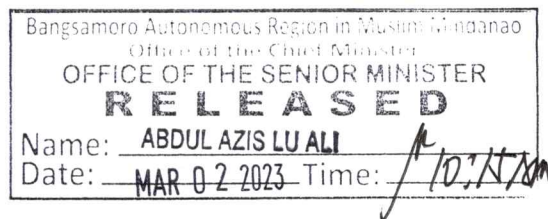
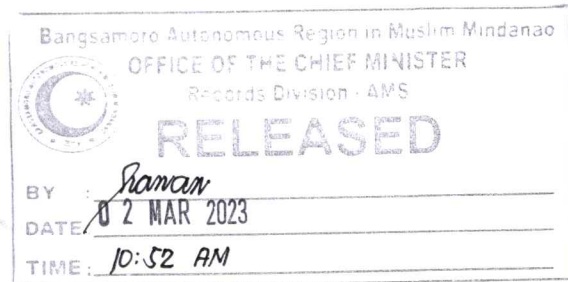
2. Furthermore, amended versions of **Annex B** and **Annex C** are attached for your reference.
3. All other provisions of Memorandum Order No. 0655, s. 2022 shall remain in full force and effect unless amended or repealed by the undersigned or other competent higher authority.

For information and compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABDULRAOF A. MACACUA
Senior Minister

OCM-BARMM RD-AMS
AAA139892



RECEIVED FOR ROUTING

By: **MASNAH K. MIDTIMBANG**

Date: **02 MAR 2023**

Time: **10:47 Am**

WFP JUSTIFICATION

No.	PAPs	Output Indicator	Overall Physical Targets	OBEX	Unit	Unit Cost	Quantity	Frequency	Total Cost	Detailed Justification	Predetermined Means of Verification	Office Mandate	OCM Strategic Priorities	Enhanced 12-point Priority Agenda
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
This row and the succeeding row providing instruction should be removed.														
	Enumerate the PAPs as indicated in the WFP	Reflect the output indicator indicated in the WFP	Indicate the physical target found in the second to the last column of the WFP under Total	Indicate the object of expenditure and the breakdown of expenses under each obex.	Indicate the standard of measurement for each item under column 5	Indicate the estimated amount of each unit	Indicate the total number of each unit	Indicate the number of times each unit is needed based on the physical and financial target in the WFP	unit cost x quantity x frequency	Who: beneficiaries/pax Where: venue/location When: inclusive dates for the conduct of PAP Why: purpose of the activity How: methodology	Proof of performance	Align PAPs under OPS Based on the Admin Code and PIP Guidelines for Special Programs	Align PAPs under OPS based on the identified strategic priorities of OCM	Align PAPs under OPS based on the enhanced 12-point priority agenda of BARMM
General Administrative Support Service														
A.	Personnel and Office Management													
a.	Conduct of Staff Meeting	Number of minutes of the meeting prepared and approved	12	Representation Expenses					180,000.00	Who: PMD Staff Room Where: TMS Conference Room When: Every first Monday of the month Why: to discuss monthly accomplishments How: Discussion and Presentation	Notice of Meeting; Attendance Sheet; Minutes of the Meeting; Photo documentation			
b.	Recommendation for hiring of Contract of Service Personnel (COSP)	Number of COSP hired/retained	14	Meals	Piece	750.00	20	12.00	180,000.00					
				Other Professional Services					5,087,664.00					
				Planning Officer II	Head	36,619.00	3	12	1,318,284.00					
				Planning Officer I	Head	27,000.00	4	12	1,296,000.00	See attached Annex C for the Duties and Responsibilities for each position	Recommendation Letter; Approved Contract of Service;			
				Project Evaluation Officer II	Head	36,619.00	3	12	1,318,284.00					
				Project Evaluation Officer I	Head	27,000.00	2	12	648,000.00					
				Administrative Assistant IV	Head	21,129.00	2	12	507,096.00					
				TOTAL					5,287,664.00					
				OVERALL TOTAL FOR GAS PAPs					5,287,664.00					
Support to Operations														
B.	Monitoring and Evaluation of Office Performance													
				Training Expenses					480,000.00	Who: TMS-PMD Where: Davao City When: July 1-5, 2023 Why: to assess the accomplishments of the division vis-a-vis its targets based on the approved WFP; to formulate Oplan for the 2nd Semester of FY 2023 How: Discussion and Presentation	Approved Activity Proposal; Attendance Sheet; Travel Order; Assessment Report with Photo Documentation Operational Plan			
a.	Conduct of Mid-year Assessment cur	Number of assessment report produced and submitted	1	Accommodation	Room	3500	20	4	280,000.00					
				Meals and Snacks	Piece	1500	20	5	150,000.00					
				Supplies and Materials	lot	450	4	1	900.00					
				Bond Paper (A4 size)	Ream	300	2	1	600.00					
				Ball Pen	Box	150	2	1	300.00					
				Honorarium for RP		10000	1	5	50,000.00					
				Traveling Expenses - Local	unit	5000	3	2	60,000.00					
				Van Rental					30,000.00					
				Per Diem	head	1800	20	1	36,000.00					
				Subtotal										
				TOTAL					546,900.00					
				OVERALL TOTAL FOR STO PAPs					546,900.00					

JUSTIFICATION FOR COSP RECOMMENDATION				
No.	Recommended Position	SG	Salary	Duties and Responsibilities

Prepared by:

Concurred by:

Planning Officer

Division Chief, if applicable

Reviewed by:

LADY HANIFAH R. MINDALANO-ALONTO
Chief/HRMO V, AMS-HRMD

SIETTIE AMINA A. ABDULAZIS
Chief/Budget Officer V, FMS-Budget Division

Recommending Approval:

Approved by:

Head of Office/Service Director

ABDULRAOF A. MACACUA
Senior Minister