



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. 0154
Series of 2025

To : ALL MINISTRIES, OFFICES, AND AGENCIES (MOA)
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : CONDUCT OF LEARNING NEEDS ASSESSMENT (LNA) SURVEY FOR EMPLOYEES AND FOCUS GROUP DISCUSSION FOR BARMM EXECUTIVES AND PROVINCIAL HEADS, AS WELL AS BANGSAMORO LEADRSHIP AND MANAGEMENT COURSE FOR BARMM LEADERS MODULE CONTENT WRITING AS BASIS OF POOL OF EXPERT/FACILIATATORS SELECTION.

DATE : 21 Jumada Al-Awwal 1447 AH | 12 November 2025

1. The Bangsamoro Government is committed to building a stronger bureaucracy, a key objective outlined in the Bangsamoro enhanced 12-Point Priority Agenda 2023-2025, particularly Priority No. 1: A Stronger BARMM Bureaucracy. To realize this goal, one of the key strategies is to promote good governance and strengthen capacity development support initiatives.
2. Section 47, Title III, Book IV of the Bangsamoro Autonomy Act No. 13, otherwise known as the *Bangsamoro Administrative Code* provides that the Development Academy of the Bangsamoro (DAB) shall be the central human capital development training and research arm of the Bangsamoro government for its officials and employees.
3. Pursuant thereto, the DAB will conduct a **Learning Needs Assessment (LNA)** as the basis for the BARMM Officials and Employees' Professional Development Program. This will involve a **survey for BARMM employees and Focus Group Discussions (FGDs) for BARMM Executives (November 17-20, 2025, by batch, per day)** and **Provincial Heads (Maguindanao and SGA, November 25-26, 2025, by batch, per day)**. All the above FGD activities will be held at the **2nd Floor, Pagana Kutawato Restaurant, Cotabato City. The FGD for Provincial Heads in Tawi-Tawi will be on December 9, 2025** (exact venue to be determined).
4. Concurrently, the Academy is preparing for the implementation of the **Bangsamoro Leadership and Management Course for BARMM Leaders**. The curriculum for this short-term course was crafted in 2024. This also involves a selection of pool of course facilitators or experts to support implementation of the said course on 2026. This selection will be based on participation in module content writing and other preparatory activities for the course offerings. **This Leadership and Management Course will offer 120 hours of Learning and Development (L&D) recognized by the Civil Service Commission (CSC), as DAB is a CSC-recognized learning and training institution in BARMM.**

5. All BARMM Ministries, Offices, and Agencies (BMOAs) are hereby **directed to participate in the aforementioned Learning Needs Assessment Surveys and send respective representatives to the Focus Group Discussions.** Furthermore, all BMOAs shall send one **Director-level representative for the Bangsamoro Leadership and Management Course module content writing**, as well as the already-selected participants listed in the attached annexes.
6. The details of this assessment program and module development, including the number of participants, venues, and schedules, are outlined in the attached annexes.
7. For confirmation, coordination, and/or clarifications, you may contact **DAB - Center of Education and Extension** through:

Learning Needs Assessment Activities	Bangsamoro Leadership Management Course
Dr. Racma Abas Education Program Specialist II 0975-841-4966 Racmamanakan183@gmail.com	Mr. Gebracel Makaton Senior Education Program Specialist 0936-377-1127 gebmakaton@gmail.com

For your guidance and compliance .

By Authority of the Chief Minister
ABDULRAOF A. MACACUA


ABDULLAH M. CUSAIN
Acting Senior Minister
By Virtue of OCM Special
Order No. 0760, s. 2025

OCM-BARMM AMS-RD
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ANNEX A

LEARNING NEEDS ASSESSMENT: BASIS FOR BARMM OFFICIALS AND EMPLOYEES
PROFESSIONAL DEVELOPMENT PROGRAM

I. BACKGROUND

The Development Academy of the Bangsamoro (DAB) of the Office of the Chief Minister , as the central human capital development, training, and research arm for the Bangsamoro Government, is undertaking a comprehensive and integrated Learning Needs Assessment (LNA) to strengthen the region's workforce. Recognizing the critical role of a skilled and knowledgeable workforce in achieving the region's development goals, and mandated by BAA No. 13, DAB will use a dual-pronged approach: a broad-based survey for all BARMM employees and targeted Focus Group Discussions (FGDs) with executives and provincial heads. This combined methodology will ensure the assessment captures both general workforce needs and specific leadership challenges. The insights gained will shape DAB's short-term courses programs and Specialized Graduate Degree Program, ensuring they are relevant, effective, and directly contribute to building a high-performing and ethical bureaucracy, responsive to the diverse needs of its workforce and aligned with the strategic priorities of the Bangsamoro Government. The results of this LNA will inform the development of targeted interventions, redesign approaches and methodologies for the implementation of the established short term courses contributing to the overall effectiveness and efficiency of the Bangsamoro Government in serving its people.

II. OBJECTIVE

- 1. Assess the learning and development requirements of BARMM employees at all levels, alongside a comprehensive analysis of the current competency landscape within the BARMM government.
- 2. Collect in-depth perspectives from executives and provincial heads regarding leadership challenges and organizational priorities.
- 3. Develop customized courses programs that directly address identified needs and leadership insights, contributing to a high-performing, accountable, and ethical bureaucracy.

III. METHODOLOGY

This LNA will utilize a mixed-methods approach:

- 1. **Survey for BARMM Employees:** A structured survey will be distributed to BARMM employees to gather data on their current skills, knowledge, and perceived capacity development needs. The survey will cover a range of assessments, including technical skills, leadership competencies, and an understanding of BARMM's strategic priorities. The following table shows the number of participants from each ministry, office, and agency.

#	MOA	Respondent /Participant
	MINISTRIES	

1	MSSD	22
2	MPOS	15
3	MOH	20
4	MAFAR	26
5	MENRE	15
6	MILG	17
7	MFBM	16
8	MOTC	15
9	MBHTE	56
10	MTIT	21
11	MOLE	23
12	MHSD	17
13	MOST	19
14	MPW	18
15	MIPA	15
16	OCM	13
	Sub Total	328
	OFFICES	
17	OSC	2
18	ODUALI	4
19	ORBC	3
20	BIO	4
21	BICTO	4
22	OTW	3
23	BAGO	2
	Sub Total	22
	AGENCIES	
24	CSEA	2
26	BHRC	4
27	BPDA	3
28	BPA	2
29	BYC	4
30	DAB	4
31	BWC	2
32	BCPCH	3
33	BSC	2
34	BOI	2
35	BBI	2
	Sub Total	30
	GRAND TOTAL	380

2. **Focus Group Discussions (FGDs) for Executives and Provincial Heads:** FGDs will be conducted with executives and provincial heads of BARMM Ministries, Offices, and Agencies. These discussions will provide a platform for in-depth exploration of leadership challenges, organizational priorities, and specific capacity development needs. This will be conducted on the following dates and venues participants will

receive a simple token from the DAB-Center of Education and Extension as an expression of appreciation for their participation. The following table shows the number of participants from each ministry, office, and agency , venue and schedule of the activities .

2.1. Focus Group Discussions (FGDs) for Executives: The representative who will attend the executive FGDs shall have an SG no lower than SG24.

Batch 1: November 17,2025 (9:30AM-3:30PM) at VIP Room ,2nd Floor-Pagana Kutawato Native Restaurant ,Cotabato City .

#	MOA	Respondent /Participant
1	MSSD	1
2	MPOS	1
3	MOH	1
4	MAFAR	1
5	MENRE	1
6	MILG	1
7	MFBM	1
8	MOTC	1
9	MBHTE	1
10	MTIT	1

Batch 2: November 18,2025(9:30 AM-3:30 PM) at VIP Room ,2nd Floor, Pagana Kutawato Native Restaurant ,Cotabato City .

#	MOA	Respondent /Participant
1	MOLE	1
2	MHSD	1
3	MOST	1
4	MPW	1
5	MIPA	1
6	OCM	2
	OFFICES	
7	OSC	1
8	ODUALI	1
9	ORBC	1
10	BIO	1

Batch 3: November 19,2025 (9:30 AM-3:30PM) at VIP Room ,2nd Floor-Pagana Kutawato Native Restaurant ,Cotabato City .

	OFFICES AND AGENCIES	
1	CSEA	1
2	BHRC	1
3	BPDA	1
4	BPA	1
5	BYC	1

6	BICTO	1
7	BWC	1
8	BCPCH	1
9	BSC	1
10	BOI	1

Batch 4: November 20,2025 (9:30 AM-3:30PM) at VIP Room ,2nd Floor-Pagana Kutawato Native Restaurant ,Cotabato City .

	OFFICES AND AGENCIES	
1	BBI	1
2	OBMUSC	1
3	PSRO	1
4	OTW	1
5	BAGO	1
6	DAB	1
7	BTA	4

2.1 . Focus Group Discussions (FGDs) for Provincial Heads

Batch 1: Participants are from Maguindanao Del Sur On November 25,2025 (9:30 AM-3:30PM) at VIP Room ,2nd Floor-Pagana Kutawato Native Restaurant ,Cotabato City .

#	MOA	Respondent /Participant
	MINISTRIES	
1	MSSD	1
3	MOH	1
4	MAFAR	1
5	MENRE	1
6	MILG	1
8	MOTC	1
9	MBHTE	1
10	MTIT	1

Batch 2. Participants are from Maguindanao Del Norte and Special Geographic Area (SGA) Provincial Heads On November 26,2025 (9:30 AM-3:30PM) at VIP Room ,2nd Floor-Pagana Kutawato Native Restaurant ,Cotabato City .

#	MOA	Respondent /Participant
	MINISTRIES	
1	MSSD	1
2	MOH	1
3	MAFAR	1
4	MILG	1
5	MFBM	1
6	MBHTE	1
7	MOLE	1
8	MHSD	1

9	MOST	1
10	MPW	1

Batch 3. Participants are provincials heads from BARMM offices in Tawi Tawi Province on December 9,2025(*Venue to be Identified*)

#	MOA	Respondent /Participant
	MINISTRIES/OFFICES /AGENCIES	
1	MAFAR-LGU	1
2	MOH	1
3	MAFAR	1
4	MILG	1
5	BWC	1
6	MBHTE	1
7	MOLE	1
8	MENRE	1
9	OSC	1
10	MTIT	1

ANNEX B

SHORT TERM COURSE ON BANGSAMORO LEADERSHIP AND MANAGEMENT FOR BARMM LEADERS

I. Background

The Development Academy of the Bangsamoro (DAB), operating through its Center of Education and Extension (CEE), is explicitly mandated to design and implement short-term courses and specialized graduate programs for qualified Bangsamoro employees, as outlined in BAA No. 13. This mandate supplements the critical importance of continuous learning and professional development within the Bangsamoro Government. Effective governance in the Bangsamoro region hinges on having a capable, adaptive, and well-equipped workforce. The evolving governance landscape, coupled with emerging development challenges, necessitates a proactive approach to leadership and management within the BARMM executive branch.

In compliance with BAA #17, Article 101, as stated under the Human Resource Book, "Continuous learning and development shall be espoused by the Bangsamoro Government. To achieve this purpose, the agencies shall, in coordination with the DAB, ensure that there are interventions during the year. A minimum of 40 hours of supervisory/leadership and management training or learning and development intervention per year, should be provided to incumbents of supervisory and managerial positions."

A comprehensive and integrated Leadership and Management Course program for BARMM Leaders shall be offered, targeting individuals from the Director level down to Middle Managers, Provincial Heads, Unit Heads, and School Principals. This course offering will be tailored to the unique leadership and management challenges and opportunities within the BARMM environment.

Furthermore, it is a Civil Service Commission (CSC)-recognized 120-hour Learning and Development (L&D) program, as DAB is a recognized learning and training

institution by the CSC. DAB has selected individuals to participate in module writing and is requesting each ministry to nominate a representative to join the Pool of Course Facilitators or Pool of Experts for the short-term courses program. The Module Content Writing program will be held on November 19-20, 2025, at Pagana Kutawato Restaurant, Cotabato City from 8AM to 5PM for 2 days without room accommodation.

This Leadership and Management module development program is divided into specialized tracks: one for Directors, Middle Managers, and Provincial Heads, facilitated by a pool of experts at the Director level; and another for Supervisors, Unit Heads, and School Principals, facilitated by at least Middle Managers. Targeted individuals have been identified for the selection of the pool of experts, and a request for ministry representatives.

II. OBJECTIVE

- 1. To design and develop a comprehensive and integrated Leadership and Management Course program, including the development of relevant modules, tailored to the unique needs and challenges of BARMM leaders.
- 2. Enhance the knowledge, skills, and competencies of BARMM leaders in key areas such as strategic planning, decision-making, communication, and ethical leadership through targeted module content, aligning with BAA No. 17.
- 3. To establish a sustainable capacity within the Development Academy of the Bangsamoro (DAB) for the delivery of high-quality leadership and management training, including the development of a qualified Pool of Course Facilitators/Experts proficient in module delivery.

III. METHODOLOGY

The Module Development program for Leadership and Management will employ a mixed-method approach, combining workshops and writeshops. The selected module writers will subsequently serve as course facilitators for the program's implementation in 2026. These writers will be assigned a specific subject matter from the Leadership and Management short-term course curriculum, which they will develop collaboratively through writeshops or a blended methodology. The resulting modules will be subject to a copyright agreement between the writers and the Center of Education and Extension (CEE) of DAB. This agreement will stipulate that the modules cannot be used by the writers for other training programs without the consent of DAB, and conversely, DAB cannot use the modules without the consent of the writers/course facilitators. A formal copyright contract will be executed after the program preparation is finalized and ready for launch. Furthermore, the course will be delivered using a blended learning approach.

IV. PROGRAM OF ACTIVITIES

Day 1: November 19,2025	
Time	Activities
8:00AM-8:30 AM	Registration
8:30AM-9:00AM	Preliminaries
9:00AM-10:00AM	Presentation of the Curriculum /Participants' selection of subject matter
10:AM-12:00PM	Module Design Presentation /Participants Group organization

1:30PM-4:30PM	Module Outline Crafting
Day 2: November 20,2025	
8:00AM-8:30AM	Management of Learning
8:30AM-12:00PM	Output Presentation/ Critiquing
1:30PM- 4:30PM	Enhancement /Presentation
4:30PM- 5:00PM	Closing Program

V. PARTICIPANTS

- A. Requesting one Director Level from 15 Ministries.
- B. **Selected Participants from BMOAs:**

- 1. Anwar A. Dimaucom, MTIT
- 2. Anabelle Sultan Esmael-OCM
- 3. Raiza Abas, JD- OCM
- 4. Jandatu S. Salik-MOST
- 5. Bong B. Lumabao ,PhD-SGADA
- 6. Johnny G. Balawag, PhD-MBHTE
- 7. Jobayra Tandalong- MOTC
- 8. Norie B. Usman- MFBM
- 9. Hamza Salik- MHSD
- 10. Ameen Andrew L. Alonto- BIO OCM
- 11. Omar E. Dilangalen-MAFAR
- 12. Annuarudin Tayuan -MOLE