



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. 0038
Series of 2026

TO : ALL CONCERNED MINISTRIES, OFFICES and AGENCIES

SUBJECT : ADDENDUM TO MEMORANDUM CIRCULAR NO. 0035, SERIES OF 2026 (SUBMISSION OF TRANSITIONAL PLANS FOR SULU PROVINCIAL OFFICES)

DATE : 09 Ramadan 1447 AH | 26 February 2026

In reference to Memorandum Circular No. 035, Series of 2026, entitled "Submission of Transitional Plans for Sulu Provincial Offices," this Addendum is hereby issued to provide the prescribed Transitional Plan Template, attached herewith as Annex "A", for uniform guidance and compliance.

All concerned Ministries, Offices, and Agencies are hereby directed to utilize the attached template in the preparation and submission of their respective Transitional Plans.

The submission deadline and other directives indicated in Memorandum Circular No. 0035, Series of 2026, shall remain in full force and effect.

For strict compliance.

By Authority of the Chief Minister
ABDULARAOF A. MACACUA


ABDULLAH M. CUSAIN
Acting Senior Minister

OCM-BARMM AMS-RD
AAA200127



OUTLINE

Guidelines for the Preparation of Local Government Unit (LGU) and Agency Transition Plans (ATPs) for the Establishment of Sulu Provincial and/or Appropriate Level Offices

1.0 Legal Basis

- 1.1 Executive Order No. 91 dated July 30, 2025 titled: "FURTHER ENSURING THE CONTINUITY OF GOVERNMENTAL OPERATIONS AND UNINTERRUPTED DELIVERY OF CRITICAL PUBLIC SERVICES IN THE PROVINCE OF SULU, DECLARING PROVINCE OF SULU AS PART OF REGION IX (ZAMBOANGA PENINSULA), AND FOR OTHER PURPOSES"

2.0 The establishment of the Sulu Provincial and/or Appropriate Level Offices shall undergo a transition period.

3.0 Preparation of Local Government Unit (LGU) Transition Plan

4.0 Preparation of the ATPs

5.0 Other Contents

6.0 Approval and Submission of the ATPs

7.0 Other guidelines

Annex 1

Guidelines for the Preparation of Agency Transition Plans (ATPs) for the Establishment of Sulu Provincial and/or Appropriate Level Offices

1.0 Legal Basis

- 1.1 Executive Order (EO) No. 91 dated July 30, 2025, entitled: "Further Ensuring the Continuity of Governmental Operations and Uninterrupted Delivery of Critical Public Services in the Province of Sulu, Declaring the Province of Sulu as Part of Region IX (Zamboanga Peninsula), and for Other Purposes"

Pursuant to EO No. 91, which directs the orderly, coordinated, and time-bound transition of the Province of Sulu from the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) to Region IX (Zamboanga Peninsula), and which serves as the overarching policy framework for such transition, the EO establishes national government oversight and enjoins all concerned departments, agencies, and instrumentalities to ensure the seamless and systematic transfer of administrative supervision, personnel, assets, funds, records, and ongoing programs and projects. It further mandates the uninterrupted delivery of basic services, the preservation of peace and order, and the protection of the rights, welfare, and security of affected personnel and stakeholders throughout the transition process.

2.0 The establishment of the Sulu Provincial and/or Appropriate Level Offices shall be in transition.

2.1 Transition Phase (February to December 2026)

This phase involves the establishment of transitional agency provincial and/or appropriate level offices in their principal locations, and as warranted, satellite or field offices in other provinces. This shall include, but not be limited to, the following:

- Designation of Officer-in-Charge of the agency;
- Designation of key personnel, particularly a Special Disbursing Officer (SDO);
- Lease of office space;
- Procurement or temporary assignment of vehicles and other office equipment;
- Undertaking of office strategic planning to set the direction and identify key result areas, activities and deliverables of the Office;
- Preparation and submission of proposed budgets for FY 2026; and
- Organization of key inter-agency bodies particularly the Provincial Development Council (PDC), Provincial Peace and Order Council (PPOC),

Provincial Disaster Risk Reduction and Management Council (PDRRMC) and others by the concerned agencies.

2.2 Full Operation (January 2027 onwards)

By 2027, Sulu Provincial and Appropriate Level Offices are expected to be fully operational with full budgetary allocations. All key inter-agency bodies shall likewise have been organized by this time.

3.0 Preparation of LGU Transition Plan

In parallel with the preparation of ATPs by national government agencies (NGAs), concerned LGUs shall prepare their respective LGU Transition Plans to ensure the orderly, coordinated, and uninterrupted assumption of devolved functions previously undertaken by BARMM ministries and offices.

The LGU Transition Plan shall align with the overall Sulu Province Transition Framework and shall particularly account for the integration of devolved offices and personnel from ministries such as, but not limited to, the Ministry of Public Service (MPS), Ministry of Social Services and Development (MSSD), Ministry of Health (MOH), Ministry of Agriculture (MA), Ministry of Public Works and Highways (MPWH), Ministry of Environment, Natural Resources and Energy (MENRE), and other similarly situated offices, into the appropriate LGU organizational structures.

3.1. The LGU Transition Plan shall be prepared by the Province of Sulu and concerned component LGUs, and shall be aligned with:

- a. Executive Order No. 91, s. 2025;
- b. The organizational setup of LGUs under the Local Government Code, as may be adjusted to accommodate devolved BARMM functions; and
- c. The corresponding Agency Transition Plans (ATPs) of NGAs and formerly BARMM ministries.

Table 1. Personnel Requirement for Province/City/Municipal Level CY 2026

Position	Designation (indicate if already with the Province/City/Municipality or still to be transferred or hired)	Origin (e.g., Ministry (Specify); LGU; new hire, others)	Employment Status (permanent/ contractual/ Job Order)	Personnel action requested (e.g., transfer; detail; reassignment, etc. Based on the CSC ORAOHRA)	No. of personnel
Provincial/ Municipal /	Provincial/ Municipal /	From LGU	Permanent	Transfer	1

City Administrator	City Administrator (Already with the Province/City/Municipality)				
Provincial / Municipal / City Social Welfare Development Officer	Provincial / Municipal / City Social Welfare Development Officer (Already with the Province/City/Municipality)	MSSD	Permanent	Transfer	1
Provincial/ Municipal / City Engineer	Provincial/ Municipal / City Engineer (Already with the Province/City/Municipality)	MPWH	Permanent	Transfer	1
Provincial/ Municipal / City Assistant Department Head	Provincial/ Municipal / City Assistant Department Head (Already with the Province/City/Municipality)	From LGU	Permanent	Transfer	1
Provincial/ Municipal / City Treasurer	Provincial/ Municipal / City Treasurer (Already with the Province/City/Municipality)	From LGU	Permanent	Transfer	1
Provincial / Municipal / City Social Welfare Development Officer	Social Welfare Staff (Already with the Province/City/Municipality)	MSSD	Permanent	Transfer	1
Administrative Officer	Administrative Officer (Already with the	From LGU	Permanent	Transfer	1

	Province/City/ Municipality)				
Administrative Assistant	Administrative Assistant (Already with the Province/City/ Municipality)	From LGU	Permanent	Transfer	1
Provincial/ Municipal/ City Planning and Development Officer	Provincial/ Municipal/ City Planning and Development Officer (Already with the Province/City/ Municipality)	From LGU	Permanent	Transfer	1
Provincial/ Municipal/ City Budget Officer	Provincial/ Municipal/ City Budget Officer (Already with the Province/City/ Municipality)	From LGU	Permanent	Transfer	1
...					
TOTAL	a) Already with the Province/ City/ Municipality (10) b) Still to be transferred or hired c) To be hired	a) From BARMM (10) b) From other units within the agency c) From LGUs d) New hires e) Others	a) Permanent (10) b) Contractual c) Job Order	a) Transfer (10) b) Detail c) Reassignment d) Others	10

Table 2. LGU Personnel requirement for 2026 and 2027

Position	No. of positions required and corresponding budgetary requirement			
	2026		2027	
	No. of Positions	Budgetary Requirement	No. of Positions	Budgetary Requirement
Provincial/ Municipal / City Administrator				

Provincial / Municipal / City Social Welfare Development Officer				
Provincial/ Municipal / City Engineer				
Provincial/ Municipal / City Assistant Department Head				
Provincial/ Municipal / City Treasurer				
Provincial / Municipal / City Social Welfare Development Officer				
Administrative Officer				
Administrative Assistant				
Provincial/ Municipal/ City Planning and Development Officer				
Provincial/ Municipal/ City Budget Officer				
...				
TOTAL				

3.2 Capacity Building

LGUs shall undertake appropriate training programs and knowledge transfers to enhance staff skills on their roles in LGU operations.

3.3. Budgetary Requirements

The total budgetary requirement for the establishment of the LGU Offices shall be indicated using the following format:

Table 3. Budget Requirement (Province/ City/ Municipality Office)

	2026	2027
1. Personnel Expenses		
2. MOOE		
3. Capital outlay		
-Office space		
-Motor vehicle		
-Office Equipment		
-Furniture & fixtures		
-ICT		

4.0 Preparation of the Agency Transition Plans (ATPs)

Aside from LGUs, the Ministries, Offices, Agencies in Sulu shall prepare their ATPs in coordination with their respective regional counterpart agencies in Region IX and/or appropriate level offices.

Separate Agency Transition Plans should be prepared by each attached Provincial agency or bureau (e.g., DENR- EMB and DENR - MGB; BFAR (attached to DA); NBI, Parole and Probation Administration, and PAO (attached to DOJ), etc.). The formulation and approval of said ATPs shall be guided by Section 5 of these guidelines.

The ATPs shall have the following contents:

4.1. Timetable for the establishment of Agency Provincial and/or Appropriate Level Offices

Indicate the following:

- a) Location of principal office and date of transfer; indicate if satellite office/s has been established or if there are plans to establish one, proposed date and location;
- b) Status, e.g., if the office building/ space is owned by the agency, leased (indicate rental cost and duration of lease); and
- c) Plans for the office building (e.g., transfer to a new location, purchase of lot, office building, etc.).

4.2. Inventory and Transfer of Properties

An inventory of properties supplies and materials, records and other assets and liabilities shall be maintained for accountability purposes.

4.3. Agency Organizational Structure and Staffing Pattern (OSSP)

a) Organizational structure

Proposed hierarchy of personnel/positions; list of divisions/sections/units and position titles for the Provincial and/or Appropriate Level office; include the structure of offices below Provincial level such as provincial and district offices.

b) Positions and the total number of personnel required for each phase:

Table 4. Agency Personnel requirement for 2026

Position	Designation (indicate if already with the Province or still to be transferred or hired)	Origin (e.g., BARMM; other units within the agency; LGU (specify); other agencies; new hire, others)	Employment Status (permanent/ contractual/ /Job Order)	Personnel action requested (e.g., transfer; detail; reassignment, etc. Based on the CSC ORAOHRA)	No. of personnel
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(examples) Provincial Director (PD)	PD (already transferred)	From BARMM	Permanent	Transfer	1
Division Chief (DC), Administrative Division	DC (already transferred)	From BARMM	Permanent	Transfer	1
Division Chief, Technical Division	DC (already transferred)	From BARMM	Permanent	Transfer	1
Accountant	Accountant (already transferred)	From BARMM	Permanent	Transfer	1
...					
TOTAL	d) Already with the Province (4) e) Still to be transferred or hired f) To be hired	f) From BARMM (4) g) From other units within the agency h) From LGUs i) New hires j) Others	d) Permanent (4) e) Contractual f) Job Order	e) Transfer (4) f) Detail g) Reassignment h) Others	4

Table 1a. Personnel Requirement of Satellite/Field Office, if applicable

Position	Designation (indicate if already with the Province or still to be transferred or hired)	Origin (e.g., BARMM; other units within the agency; LGU (specify); other agencies; new hire, others)	Employment Status (permanent/ contractual/ Job Order)	Personnel action requested (e.g., transfer; detail; reassignment, etc. Based on the CSC ORAOHRA)	No. of personnel
Division Chief, Administrative Division	Division Chief (already transferred)	BARMM	Permanent	Transfer	1
Division Chief, Technical Division	OIC-DC (already transferred)	BARMM	Permanent	Transfer	1
Accountant	Accountant (already transferred)	BARMM	Permanent	Transfer	1
...					

TOTAL	a) Already with the Province (3) b) Still to be transferred or hired c) To be hired	a) BARMM (3) b) From other units within the agency c) From LGUs d) New hires e) Others	a) Permanent (3) b) Contractual c) Job Order	a) Transfer (3) b) Detail c) Reassignment d) Others	3
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Table 1b. Combined Personnel requirement for 2026 (Provincial Office and Satellite/Field Office, if applicable)

Position	Principal Office	Satellite Office	TOTAL
(examples)			
Provincial Director			
Division Chief, Administrative Division			
Division Chief, Technical Division			
Accountant			
TOTAL			

Personnel Requirement for 2026 and 2027

Table 2. Provincial and/or Appropriate Level Offices

Position	No. of positions required and corresponding budgetary requirement			
	2026		2027	
	No. of positions	Budgetary requirement	No. of positions	Budgetary requirement
Provincial Director				
Assistant PD				
Division Chiefs				
...				
Total				

Table 2a. Satellite Offices, if applicable*

Position	2026		2027	
	No. of positions	Budgetary requirement	No. of positions	Budgetary requirement
Division Chiefs				
...				
Total				
<i>*For NGAs who have or are planning to establish satellite offices.</i>				

Table 2b. Combined Provincial and Appropriate Level Office/Satellite Office

Position	No. of positions required and corresponding budgetary requirement			
	2026		2027	
	No. of positions	Budgetary requirement	No. of positions	Budgetary requirement
Provincial Director				
Assistant PD				
Division Chiefs				
...				
Total				

4.4. Capacity Building

Agencies shall undertake appropriate training programs and knowledge transfers to enhance staff skills on their roles in the Sulu Provincial operations.

4.5. Budgetary Requirements

The total budgetary requirement for the establishment of the Sulu Offices shall be indicated using the following format:

Table 3. Budget Requirement (Principal Office)

	2026	2027
1. Personnel Expenses		
2. MOOE		
3. Capital outlay		
-Office space		
-Motor vehicle		
-Office Equipment		

-Furniture & fixtures		
-ICT		

Table 3a. Budgetary Requirement (Satellite/Field Office, if applicable)

	2026	2027
1. Personnel Expenses		
2. MOOE		
3. Capital outlay		
-Office space		
-Motor vehicle		
-Office Equipment		
-Furniture & fixtures		
-ICT		

Table 3b. Combined Budget requirement (Principal Office and Satellite/Field Office)

	2026	2027
1. Personnel Expenses		
2. MOOE		
3. Capital outlay		
-Office space		
-Motor vehicle		
-Office Equipment		
-Furniture & fixtures		
-ICT		

4.6. Programs, Projects, and Activities

To provide an overview of the major activities in the Sulu Province, each agency shall indicate three to five major PPAs for the two-year period. This may include the preparation and/or implementation of specific sectoral plans, programs, projects and activities, organization of provincial inter-agency bodies and the conduct of capacity- building activities.

Program/ Project/ Activity	2026	2027
1.		
2.		
3.		
4		

5.0 Other Contents

The ATPs may include other relevant information and/or agency- specific concerns not covered by the above sections.

6.0 Approval and Submission of the ATPs

The ATPs shall be prepared by the agency provincial offices or appropriate level offices and approved by the respective Secretaries or heads of agency. These shall be submitted to the TWG secretariat **on or before March 31, 2026**, for integration into the Sulu Road Map.

7.0 Other guidelines

7.1 All aspects of the ATPs shall conform with DBM-DILG Joint Memorandum Circular No. ____ dated ____, 2026.

7.2 Agencies may amend their ATPs if necessary and submit the same to the OPAPRU, the TWG Secretariat on Sulu transition to subsequently integrate into the Sulu Province Transition Plan.