



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. **0111**
Series of 2025

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

SUBJECT : **COMPETENCY FRAMEWORK CONSULTANCY WORKSHOP**

DATE : **03 Rabi Al-Awwal 1447 AH | 26 August 2025**

1. 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 is the central human capital development training and research arm of the Bangsamoro Government of its agencies and employees.
2. Pursuant thereto, the Development Academy of the Bangsamoro, in partnership with the Capacity-Development Project of the Bangsamoro (CDPB) of the Japan International Cooperation Agency (JICA), will conduct the **"Competency Framework Consultancy Workshop"** on **September 09-13, 2025** at **Pinnacle Hotel, Davao City**, with the following objectives:
 - a. Establish common understanding about Competency Frameworks, and BMOAs' challenges in formulating CFs and HRDPs; and
 - b. Develop a draft Competency Framework for BMOAs.
3. As such, **you are hereby enjoined to designate your highest-ranking Human Resource Management Officer to attend the activity.** Each ministry, agency, and office is allotted with one (1) slot only.
4. Transportation, meals, and accommodation will be sponsored by JICA. All other expenses shall be charged to the respective offices of the participants, subject to the usual accounting and auditing rules and regulations.
5. For your reference, attached herewith are Annex A (list of invited BARMM MOAs) and the Concept Paper.
6. For confirmation and/or other clarifications, you may contact the DAB through Ms. Norhaina B. Ugokan, *Training Specialist V* at 0917-1439819

For guidance and compliance.

By Authority of the Chief Minister
ABDULRAOF A. MACACUA

MOHAMMAD S. YACOB, Ph.D.
Senior Minister

OCM-BARMM AMS-RD
AAA188611



Bangsamoro Autonomous Region in Muslim Mindanao
Office of the Chief Minister
OFFICE OF THE SENIOR MINISTER
RELEASED
Name: **NORJAMEER L. AMELLA, RN**
Date: **AUG 27 2025** Time: **11:30 AM**

Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
Records Division - AMS
RELEASED
By: **Shari F. ...**
DATE: **27 AUG 2025**
TIME: **12:19**

ANNEX A
Competency Framework Consultancy Workshop
September 09-13, 2025
Pinnacle Hotel, Davao City

The following are the invited BMOAs:

1. Office of the Chief Minister (OCM)
2. Office of the Wali of the Bangsamoro
3. Bangsamoro Attorney General's Office (BAGO)
4. Bangsamoro Planning and Development Authority (BPDA)
5. Bangsamoro Pilgrimage Authority (BPA)
6. Cooperative and Social Enterprise Authority (CSEA)
7. Bangsamoro Board of Investments (BBOI)
8. Bangsamoro Information Office (BIO)
9. Office for Settler Communities (OSC)
10. Bangsamoro Darul-Ifta'
11. Bangsamoro Information and Communication Technology Office (BICTO)
12. Ministry of Agriculture, Fisheries, and Agrarian Reform (MAFAR)
13. Ministry of Basic, Higher, and Technical Education (MBHTE)
14. Ministry of Environment, Natural Resources, and Energy (MENRE)
15. Ministry of Finance, and Budget and Management (MFBM)
16. Ministry of Human Settlements and Development (MHSD)
17. Ministry of Interior and Local Government (MILG)
18. Ministry of Indigenous Peoples' Affairs (MIPA)
19. Ministry of Health (MOH)
20. Ministry of Labor and Employment (MOLE)
21. Ministry of Science and Technology (MOST)
22. Ministry of Transportation and Communication (MOTC)
23. Ministry of Public Order and Safety (MPOS)
24. Ministry of Public Works (MPW)
25. Ministry of Social Services and Development (MSSD)
26. Ministry of Trade, Investments and Tourism (MTIT)
27. Bangsamoro Sports Commission (BSC)
28. Bangsamoro Women Commission (BWC)
29. Bangsamoro Youth Commission (BYC)
30. Bangsamoro Human Rights Commission (BHRC)
31. Bangsamoro Commission for the Preservation of Cultural Heritage (BCPC)
32. Office for Other Bangsamoro Communities (OOBC)



Administrative Notes

Dear Participants:

We are pleased to welcome you to the upcoming Competency Framework (CF) Consultation -Workshop, scheduled on September 9-13, 2025. Below are the key administrative details to ensure a smooth and successful experience:

EVENT DETAILS	INFORMATION
<i>Inclusive Date</i>	September 9-13, 2025
<i>Time (Arrival)</i>	September 9 (Arrival to Hotel). Assembly Time is 8:00-8:30 am Jump off time is 8:30. Meeting place is at Sardonyx Plaza.
<i>Time (Departure)</i>	September 13 (Departure from Hotel). Assembly Time is 8:00-8:30 am. Jump off time is 8:30am. Meeting place is at Hotel Lobby.
<i>Location</i>	Pinnacle Hotel and Suites, Davao City.
<i>Purpose</i>	To attend and participate to the Competency Framework (CF) Consultation - Workshop.
<i>Transportation Arrangement</i>	Your transportation to and from the venue has been arranged by JICA. Please ensure you are at the designated pick-up location for a timely departure. <i>Please note that reimbursement will not be provided for those who are unable to join the group departure.</i>
<i>Hotel Information</i>	Accommodation will be provided at Pinnacle Hotel and Suites, Davao City. Your room has been reserved under the name Japan International Cooperation Agency (JICA). Check-in is from 02:00 PM , and check-out is until 12:00 PM.
<i>Meals</i>	First meal will be dinner at the Venue on September 9. Breakfast, lunch, and dinner will be provided during the training workshop. Please inform us if you have any dietary restrictions. Specific rooms/venues for these shall be provided by the Hotel Management upon arrival.
<i>Session Start Time</i>	8:30AM
<i>What to Bring (Materials)</i>	Please submit the soft copy of the accomplished Annex 1: BMOAs Profile on or before September at 3, 2025 at dabcta@gmail.com . Also, bring your laptop or tablet, which will be used for the hands-on sessions.
<i>Other Items</i>	Comfortable clothing and shoes for the workshop activities.
<i>Health and Safety</i>	Please adhere to all safety and health protocols at the venue, including any COVID-19 guidelines, if applicable . Also, always observe NO SMOKING POLICY of the hotel management.
<i>Contact Information</i>	For any questions or emergencies, please contact Ms. Norhaina B. Ugokan at 0917-1439-819 or email her at nhorugokan@gmail.com

We look forward to an engaging and productive workshop with you. Should you have any further questions, please do not hesitate to reach out.

Thank you!

Concept Paper
Competency Framework Development for BMOAs:
CDPB-DAB Collaborative efforts to develop ideal models of BARMM employees
Revised Draft as of August 22, 2025

1. Introduction

This paper contains three (3) main activities of the planned development of Competency Frameworks (CF) for BMOAs

Learning event	Target Dates	Place	Venue	Target # of participants
1. Competency Framework (CF) Consultation-Workshop with HRs of BMOAs	September 9-13, 2025	Davao City	TBD	33-BMOAs 10-DAB
2. Competency Framework Consolidation Write-shop with HRs of BMOAs	September 23-27, 2025	Davao City	TBD	Same participants (33-BMOAs 10-DAB)
3. Competency Framework Roll-out	October 1	Cotabato City	TBD	50 (BMOAs, OCM, DAB)

This paper is an outline of the contents and processes of the planned learning events for the development of the CF for BMOAs as per discussions between DAB and CDPB, and finalization.

2. Background and rationale

2.1 Background

Competency Frameworks help align individual skills with the organizational goals and as such, it is important in developing the knowledge and skills of every BARMM public servant. This is one of the insights DAB officials have grasped during the CDPB-supported study trips (in Japan on May-June 2024; and in Metro Manila on August 2024) and during the HRDP Orientation-Workshop in November 2024 (in JICA Office-Makati)

Towards this end, and thinking that DAB should be capacitated first to capacitate BMOAs, DAB and CDPB have conducted the following activities, thus far:

- BMOA Human Resource Development Survey (conducted by an external consultant between November and December 2024 to help DAB have a glimpse of the capacity development situation of Bangsamoro Ministries, Offices and Agencies (BMOAs) and their expectations of DAB)
- Strategic Goals Review Workshop (conducted on February 19-20, 2025 (Davao city) and on March 11, 2025 (Cotabato city) to establish a common understanding about DAB's mission, vision and goals; collectively review DAB's existing strategic goals and formulate new ones
- Strategic Planning Workshop (conducted on June 2-4, 2025 in JICA-CDPB office in Cotabato City to enable DAB to make organizational proposals for updated

statements of DAB's vision, mission and goals, and a proposal for a coherent alignment between strategic objectives and strategic actions for 2026

2.2 Reasons for conducting series of learning activities to develop the Competency Frameworks for BMOAs

In BARMM, most of the 37 BMOAs, including DAB, have no Competency Framework.

Only the Office of the Chief Minister (OCM) has a Human Resource Development Plan (2022-2025), which was developed based on the JICA-CDPB's Human Resource Development (HRD) Framework for BARMM; however, it has no accompanying Competency Framework.

Human Resource Management Officers (HRMOs) of BMOAs have not been collected and consulted yet about the current state of their organization's competency gaps and HRDP challenges.

There is no common understanding among BMOAs on how to assess competency gaps and on how to use and create CF, as a tool for assessing competency gaps

DAB is mandated to provide services that can effectively and efficiently develop the human resources needed by the BARMM government. To this end, DAB needs to understand the areas that each MOA prioritizes in human resource development (combination of types of competencies and targets for human resource development).

3. Objectives and expected outputs

The overall objective of developing the Competency Frameworks (CF) for BMOAs is to enable DAB to understand the human resource development needs of other BMOAs thus improving the services it provides. It also seeks to acquire knowledge and skills through consultation-workshop, consolidation write-shop and presentation roll-out of the CFs for BMOAs

The series of activities designed to develop and roll-out (launch) the CFs for BMOAs have the following specific objectives and expected outputs

	Learning events	Specific objectives	Expected output/s
1	Competency Framework (CF) Consultation-Workshop	- Establish common understanding about Competency Frameworks, and BMOAs' challenges in formulating CFs and HRDPs - Develop a draft Competency Framework for BMOAs	- Draft CF for BMOAs - Draft CFs (1 CF per BMOA) - List of skills/techniques learned by participants (see Annex 6 for the suggested template)
2	CF Finalization and Consolidation Write-shop	- Share information and opinions relevant to CF formulation - Write the CF in narrative¹ - Proofread and finalize the CF - Consolidate CFs for BMOAs	- Final CFs (1 final CF per BMOA) - Consolidated CFs for BMOAs - List of skills/techniques learned by participants

¹ CF in narrative means completely filled-in CF template in narrative statements and paragraphs

3	CF Presentation and Roll-out	• Present the CFs to Heads and authorities of BMOAs • Get commitment of support	• Commitment of support from BMOA officials for the adoption and implementation of CFs as part of their respective HRDPs
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4. Main contents and schedules

4.1 Before the learning events

- DAB secures organizational approval and necessary resources (per diem)
- DAB sends official invitations to BMOAs
- DAB confirms participants and reminds each participant to prepare and bring organizational data, information such as organizational and functional structures, personnel structures (# of personnel, status of employment), competency requirements (see Annex 1)
- CDPB procures services of the Resource Person
- CDPB procure the venue and related services
- CDPB prepares presentation materials and hand-outs

4.2 During the learning events

- See Annexes 1, 2 and 3 for the programs
- DAB assists CDPB in training management and facilitation

4.3 After each of the learning event

- CDPB prepares the documentation reports
- DAB reviews and provides input to the Documentation reports

5. Methodologies

- 1) **Hiring the services of a Resource Person (RP)** for the workshop (September 9-13) and the write-shop (September 23-27)
 - DAB prefers to hire the services of the CSC-accredited Resource Person (RP) tapped by CDPB during the HRDP Orientation-Workshop in Manila in November 2024
- 2) **Requiring the target participants to bring with them** (in the workshop and in the write-shop) necessary information and data important in assessing human resource capacities and in planning development interventions
 - See Annex 1 for the template
- 3) **Providing participants appropriate venues** conducive for learning acquisition and for applying the learning to produce concrete outputs useful for their organizations
 - DAB suggests conducting the learning events outside Cotabato City to enable participants to concentrate on learning acquisition and on producing expected outputs
 - The workshop and write-shop will be conducted in Davao City
 - The Roll-out and presentation of CFs will be conducted in Cotabato City

4) Requiring DAB to invest in the learning activities in Davao city by providing counterpart resources

- o DAB agreed to shoulder the cost for per diem (daily allowance) of their participants and require other BMOA participants to shoulder the same
- o CDPB will provide vans for transportation from Cotabato City to Davao and vice versa with specific pick-up and drop-off times and locations to be announced later.

6. Complementation of resources and sharing of responsibilities

	CDPB	DAB	BMOAs	Remarks
1. Draft concept/ learning design	x			
2. Final learning design	x	x		
3. Procurement of Resource Person (RP)	x			
4. Official invitation to target participants		x		
5. Confirmation of target participants		x		
6. Securement of official travel authority		x	x	
7. Securement of participants per diem (daily allowance)		x	x	No need for this item for the Roll-Out in Cotabato
8. Transportation of participants	x			No need for this item for the Roll-Out in Cotabato
9. Briefing the RP	x	x		
10. Procurement of the venues, accommodation and related items learning event venues	x			No need for this item for the Roll-Out in Cotabato
11. Training management/Secretariat services (attendance, photographs, icebreakers, safekeeping of learning materials, etc.	x	x		
12. Process facilitation (main facilitator, and co-facilitators)	x	x		This item will be performed by DAB alone during the Roll-out in Cotabato ²
13. Learning materials (see Annex 5)	x	x		
14. Certificates of Participation/Appreciation, Certificates of Appearance	x	x		
15. Documentation Reports	x			

² The purpose of having DAB does the main facilitation during the roll-out is to help promote DAB's capacity in providing training services to BMOAs

Annex 1. BMOA's Profile

Name of Organization: _____

[illegible]