



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. 006 298
Series of 2022

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

SUBJECT : **DAILY CUT-OFF TIME FOR DOCUMENTS RECEIPT**

DATE : **01 April 2022 | 29 Sha'ban 1443 AH**

1. The Administrative Management Service-Records Division (AMS-RD) is mandated to maintain an effective, systematic, and timely disposition of records in the Office of the Chief Minister. Records maintenance goes through a process, from receipt, comprehensive checking, indexing, classification, scanning, and then routing of the documents to respective ministries, offices, and/or agencies.
2. The actual process duration per correspondence or official communication takes ten (10) to twenty-five (25) minutes from receipt to routing depending on the type, complexity, and volume of the document and its attachments.
3. To enhance efficiency and productivity in records management, the Records Division shall implement a **4:45 p.m. transaction cut-off time**.
4. Documents received beyond the cut-off time will be forwarded on the following working day, unless URGENT. Nonetheless, the urgency of the document shall be determined by the AMS-RD based on evaluation of the content, importance, and timeliness.
5. This Circular shall take effect immediately.

For information, guidance, and strict compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABDULRAOF A. MACACUA
Senior Minister

OCM-BARMM RD-AMS
AAA125862



RECEIVED FOR ROUTING

By: FATIMA
Date: 13 APR 2022
Time: 10:16 AM

