



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. 0114
Series of 2022

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

SUBJECT : CM-ACTS TRAINING FOR WEB MANAGERS AND ADMINISTRATORS

DATE : 21 JUNE 2022 / 22 DHU'L-QA'DAH 1443 AH

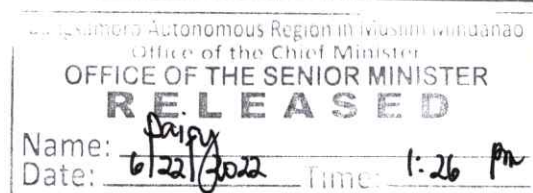
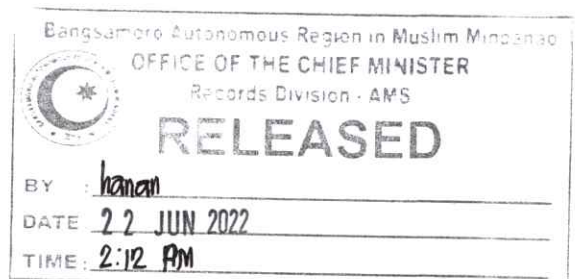
1. To facilitate the timely exchange of information and for better coordination and communication, the **Community Monitoring and Actionable Concerns Tracking System (CM-ACTS)** was established last April 2022. This platform is managed by the Office of the Chief Minister (OCM) for the prompt feedback and resolution of public grievances.
2. In partnership with the Bangsamoro Development Agency (BDA), a training that is technology-based and instructor-led will be provided to demonstrate hands-on exercise and evaluation of areas for further development.
3. **The permanent Focal Person per ministry and/or office is hereby directed to attend the CM-ACTS Training for Web Managers and Administrators on Monday and Tuesday, 27-28 June 2022, 8:30 am – 5:00 pm** at Pagana Kutawato and Native Restaurant, Cotabato City.
4. Focal Persons are only required to attend the first day of training (27 June 2022). Administrators (OCS and ICO), on the other hand, are required to attend the two-day training.
5. Participants must bring their own laptops and smartphones (Android/IOS) and fill out the Google Form: <https://forms.gle/QuHkT6VYJ43fS6ov6>.
6. For more information, contact Al-Aziz Katog at 0967 956 7888 or email OCS at cabsec@bangsamoro.gov.ph.

For information and strict compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABDULRAOF A. MACACUA
Senior Minister

OCM-BARMM IRD-AMS
AAA128392



RECEIVED FOR ROUTING

By: FATIMA -6
Date: 22 JUN 2022
Time: 2:07 PM



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Agenda and Schedule

Day 1: Web Managers Training

Note: Administrators are also expected to attend this training.

Time	Activity / Topic	Method(s)	Person Responsible
8:30 – 9:00 AM	Registration		Bangsamoro Development Agency / Office of the Cabinet Secretary
9:00 – 9:10 AM	Welcome Remarks		Cabinet Secretary Mohd Asnin Pendatun
9:10 – 9:30 AM	Introductions		Victor Sapar
9:30 – 9:45 AM	Laptop and Internet check		
9:45 – 10:30 AM	How the CM-ACTS platform works	Presentation and Discussion	Victor Sapar
	(Working Break)		
10:30 – 11:00 AM	Web Manager Tasks	Presentation and Discussion	Victor Sapar
11:00 – 11:45 AM	Managing a Feedback	Demonstration, Hands-on Training, Evaluation of Outputs	Victor Sapar
11:45 AM – 12:30 PM	Lunch Break		
12:30 – 4:30 PM	Managing a Feedback (continuation) Break at 3:00 PM	Demonstration, Hands-on Training, Evaluation of Outputs	Victor Sapar
4:30 – 5:00 PM	Feedback and Evaluation	Online Questionnaire, Feedback session	Victor Sapar



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Day 2

Time	Activity / Topic	Method(s)	Person Responsible
8:30 - 9:30 AM	How the apps were developed: architecture, technologies, infrastructure	Presentation, Discussion	Victor Sapar
9:30 - 10:30 AM	About the complete turnover of the apps to BARMM and BDA and related concerns	Presentation, Discussion	Victor Sapar
10:30 - 11:00 AM	The Dashboard	Presentation	Victor Sapar
	(Working Break)		
11:00 - 11:45 AM	Managing Feedback: Admin tasks	Demonstration, Hands-on exercise	Victor Sapar
11:45 AM - 12:30 PM	Lunch Break		
12:45 - 1:15 PM	Managing Users	Demonstration, Hands-on exercise	Victor Sapar
1:15 - 1:45 PM	Managing Projects	Demonstration, Hands-on exercise	Victor Sapar
1:45 - 2:15 PM	Managing Reports	Demonstration, Hands-on exercise	Victor Sapar
2:15 - 3:00 PM	Ways moving forward, Action Plan	Discussion	Marbawi Edza
	(Working Break)		
3:00 - 5:00 PM	Continuation of Ways Forward, Action Plan	Discussion	Marbawi Edza