



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**

Order No. 056 *5gr*  
Series of 2022

**TO :** ALL HUMAN RESOURCE FOCAL PERSONS  
Office of the Chief Minister and Attached Agencies  
Bangsamoro Autonomous Region in Muslim Mindanao

**SUBJECT :** REQUIRED ATTACHMENTS IN THE ENDORSEMENT OF  
CONTRACT OF SERVICE PERSONNEL (COSP)

**DATE :** September 21, 2022 / Safar 25, 1444 AH

1. All concerned offices are hereby instructed to attach a Personal Data Sheet (PDS) and 1 valid ID (e.g., Driver's License, PRC ID, Passport, and other government issued IDs) in the submission of the list of COSP to be renewed or engaged in order to address the concern regarding the inconsistent entries of names in the contracts, payroll, office IDs, and processing of salary.
2. Furthermore, all HR focals are advised to observe Completed Staff Work (CSW) in the submission of said names to ensure accuracy in the information provided and prevent the aforementioned concerns.
3. For queries, you may coordinate with the Administrative Management Services - Human Resource Management Division (AMS-HRMD) through Ms. Riza Ada G. Karon at (064) 421 9968 or 0967-309-6298.
4. This Memorandum shall take effect immediately.

For strict compliance.

By the Authority of the Chief Minister  
AHOD B. EBRAHIM

*[Signature]*  
ABDULRAOUF A. MACACUA  
Senior Minister

OCM-BARMM RD-AMS  
AAA132556



RECEIVED FOR ROUTING

By: FATIMA  
Date: 26 SEP 2022  
Time: 8:47AM

Bangsamoro Autonomous Region in Muslim Mindanao  
Office of the Chief Minister  
OFFICE OF THE SENIOR MINISTER  
**RELEASED**  
Name: ABDUL AZIS LU ALI  
Date: SEP 26 2022 Time: 8:20AM

Bangsamoro Autonomous Region in Muslim Mindanao  
OFFICE OF THE CHIEF MINISTER  
Records Division - AMS  
**RELEASED**  
BY: Bhai Elham M. Hadji Guialil  
DATE: 26 SEP 2022  
TIME: 8:53 AM