



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. 000 2
Series of 2023

TO : ALL OFFICES, SERVICES, SPECIAL PROGRAMS, AND ATTACHED AGENCIES
Office of the Chief Minister
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : ORIENTATION ON THE IMPLEMENTATION OF 2ND EDITION STANDARDIZED DOCUMENTARY CHECKLIST (SDC) FOR PROCESSING PAYMENTS

DATE : 10 JUMADA AL-AKHIR 1444 AH | 3 JANUARY 2023

1. Relative to Memorandum Order No. 0692 with the subject "Guidelines on the Implementation of 2nd Edition Standardized Documentary Checklist (SDC) for Processing Payments" dated 15 December 2022, you are hereby directed to attend the virtual **Orientation on the Implementation of 2nd Edition Standardized Documentary Checklist for Processing Payments on 12 January 2023 (1:30 PM – 4:00 PM)**. Please refer to the Zoom details below:

Meeting ID: 881 7678 8339

Passcode: IA02023\$

2. Each office/division/special program/attached agency is required to send two (2) representatives to attend the orientation. Specifically, with at least one (1) permanent personnel assigned in preparing disbursement vouchers (DVs) and its attachments, if applicable. Please provide the contact details of your designated participants on or before **09 January 2023**, by filling out the Google sheet through this link <https://tinyurl.com/vyxdh6js> or scan the QR code below:



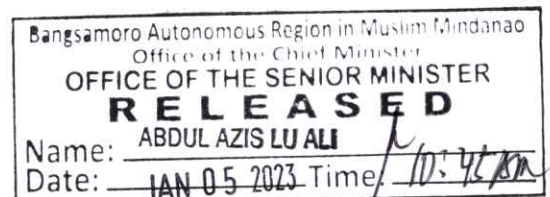
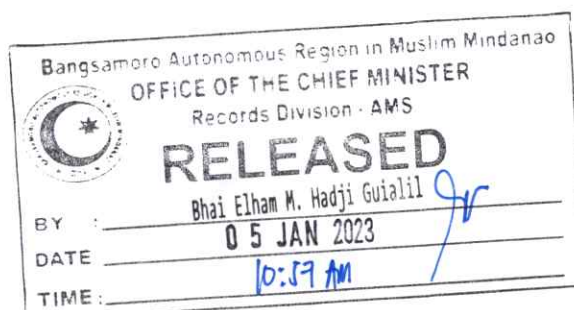
3. For any concerns and inquiries, kindly contact Mr. Sahrullah A. Bansuan at mobile no. 09171123827 or email at internalaudit@bangsamoro.gov.ph.

For guidance and compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM

ABDULRAOUF A. MACACUA
Senior Minister

OCM-BARMM RD-AMS
AAA137216



RECEIVED FOR ROUTIN

By: MASNAH

Date: 01-05-23

Time: 10:55 AM



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
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Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

PROGRAM FLOW

ORIENTATION FOR THE 2ND EDITION STANDARDIZED DOCUMENTARY CHECKLIST (SDC) FOR PROCESSING PAYMENT TRANSACTIONS

12 January 2023 | 19 Jumada Al-Akhir 1444 AH

TIME	ACTIVITY	INCHARGE/ RESOURCE PERSON
1:30 PM – 1:35 PM	Opening Prayer	AIMAN E. TALUSAN <i>Internal Auditing Assistant</i>
1:35 PM – 1:45 AM	Philippine National Anthem BARMM Hymn	VIDEO PRESENTATION
1:45 PM – 1:55 AM	Roll Call of Participants	SECRETARIAT
1:55 PM – 2:00 PM	Welcome Remarks	HASMIENE D. IBRAHIM <i>Internal Auditor V</i>
2:00 PM – 2:10 PM	Inspirational Message	MARIAM M. DAUD <i>Director III, AMS</i>
2:10 PM – 3:00 PM	Orientation Proper on 2 nd Edition SDC for Processing Payment Transactions	HASMIN K. DRUS <i>Internal Auditor IV</i>
3:00 PM – 3:30 PM	Open Forum	ALL
3:30 PM – 3:35 PM	Photo Opportunity	ALL
3:35 PM – 3:45 PM	Closing Ceremony <ul style="list-style-type: none">RemindersClosing Prayer	
XXX END OF THE PROGRAM XXX		

Moderator

MARWA JOANNA M. OMAR
IAO, Administrative Assistant III