



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. 0029 *9/23*
 Series of 2023

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

SUBJECT : ADDENDUM AND CORRIGENDUM TO MEMORANDUM CIRCULAR
 NO. 0209, s. 2022 re: TRAINING-WORKSHOP ON CITIZEN'S
 CHARTER IMPLEMENTATION AND SUSTAINABILITY

DATE : 27 JUMADA AL-AKHIR 1444 AH | 19 JANUARY 2023

1. In reference to Memorandum Circular No. 0209, s. 2022 with the subject "Training-Workshop on Citizen's Charter Implementation and Sustainability", kindly note the following changes:

ACTIVITY DETAILS	ORIGINAL PROVISION	NEW
Date	23-24 January 2023	9-10 February 2023
Mode of Conduct	Face-to-Face	Hybrid (simultaneous face-to-face and via Zoom Meeting) Zoom details: Meeting ID: 846 3441 1920 Passcode : DAP
Venue	to be determined	Hall 1, 3rd Floor Robinsons, Mall of Alnor, Cotabato City
Number of Participants per ministry, office, and agency	Five (5) CCT Members	<ul style="list-style-type: none"> ● On-site training-Two (2) CCT Members ● via Zoom Meeting - Three (3) CCT Members

2. Participants shall bring a laptop to the workshop.
3. All other provisions in Memorandum Circular No. 0209, s. 2022 will remain. A copy of the Memorandum is attached for your reference.
4. For coordination and other concern, you may contact Ms. Bai Omairah Yusop of the Internal Audit Office (IAO) at cellphone no. 09679110056/09917806076 or email at internalauditoffice@bangsamoro.gov.ph.

For information and guidance.

By Authority of the Chief Minister
 AHOD B. EBRAHIM

Abdulraof A. Macacua
 ABDULRAOF A. MACACUA
 Senior Minister

OCM-BARMM RD-AMS
 AAA138529



Bangsamoro Autonomous Region in Muslim Mindanao
 Office of the Chief Minister
 OFFICE OF THE SENIOR MINISTER
RELEASED
 Name: ABDUL AZIS LU ALI
 Date: FEB 03 2023 Time: 2:18 pm

Bangsamoro Autonomous Region in Muslim Mindanao
 OFFICE OF THE CHIEF MINISTER
 Records Division - AMS
RELEASED
 BY: hanan
 DATE: 03 FEB 2023
 TIME: 2:25 PM

RECEIVED FOR ROUTING
 By: MASNAH K. MIDTIMBANG
 Date: 03 FEB 2023
 Time: 2:18 pm



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. 020 *SN*
Series of 2022

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

SUBJECT : TRAINING-WORKSHOP ON CITIZEN'S CHARTER
IMPLEMENTATION AND SUSTAINABILITY

DATE : 26 JUMADA-AWWAL 1444 | 21 DECEMBER 2022

1. In line with the ongoing activity on the formulation of Citizen's Charter of BARMM ministries, offices, and agencies, supported by the Japan International Cooperation Agency (JICA) through Development Academy of the Philippines (DAP), and in consonance with Republic Act No. 11032 or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" which mandates all the Government Offices and Agencies to set up their respective most recent and updated Citizen's Charter, a **2-day Training-Workshop on Citizen's Charter Implementation and Sustainability** will be conducted on **23-24 January 2023** (venue to be announced).
2. The training-workshop aims to present a **step-by-step** process that BARMM ministries, offices, and agencies may adopt through an action-planning workshop to concretize the steps for a sustainable implementation of their respective Citizen's Charter.
3. In this regard, each ministry/office/agency will be allocated a maximum of five (5) slots, preferably, the members of your respective Citizen's Charter Team (CCT). Kindly submit the attendees' contact information by accomplishing the attached **Nomination Form** (Annex A) and **Participant's Information Sheet** (Annex B) and submitting them at email address cfc-igdo-gse2@dap.edu.ph on or before **06 January 2023**. The Invitation link shall be sent to the participant's email.
4. For coordination and/or queries, you may contact Ms. Bai Omairah Yusop of Internal Audit Office - OCM BARMM at mobile no. 09679110056 or email at internalaudit@bangsamoro.gov.ph.

For information and compliance.

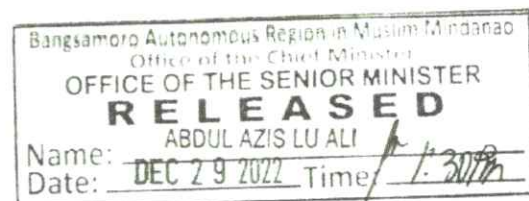
By Authority of the Chief Minister
AHOD B. EBRAHIM

[Signature]
ABDULRAOFA. MACACUA
Senior Minister

OCM-BARMM RD-AMS
AAA137094

RECEIVED FOR ROUTING

By: *[Signature]*



ANNEX A

Scan this nomination form and send to cfr.tgdo.gse2@dap.edu.ph

This nomination form shall be signed by the Head of Ministry/Agency/Office (nominating officer).

Please send this nomination form on or before **20 December 2022**.

DAP will send a confirmation letter to the nominee's email within 5 working days together with guidelines for registration.

CONFORME
(Head of Ministry/Agency/Office)

NOMINATION FORM

TRAINING: TRAINING-WORKSHOP ON CITIZEN'S CHARTER IMPLEMENTATION/SUSTAINABILITY
DATE: January 23-24, 2022

NAME OF NOMINATING OFFICER: _____
POSITION: _____
MINISTRY/AGENCY/OFFICE: _____
CONTACT NUMBER: _____
EMAIL ADDRESS: _____

	Complete Name of the Nominee	Nickname	Position/Designation	Office/Unit	Email Address	Contact No.
1						
2						
3						
4						
5						

Annex B - PARTICIPANT'S INFORMATION SHEET

TRAINING-WORKSHOP ON CITIZEN'S CHARTER IMPLEMENTATION/SUSTAINABILITY

I. BASIC INFORMATION			
LAST NAME	FIRST NAME	MIDDLE NAME	NICKNAME
GENDER:		CELLPHONE #:	
BIRTHDATE:		AGE:	
TELEPHONE/FAX #:		EMAIL:	
MINISTRY/AGENCY/OFFICE:			
OFFICE ADDRESS:			
POSITION/ DESIGNATION:	STATUS OF APPOINTMENT:		Contact #:
Person to notify in case of emergency & relation			
II. RELATED TRAINING/S AND SEMINAR/S ATTENDED		CONDUCTED / ORGANIZED BY	
TITLE / FOCUS AREA			YEAR
III. ONLINE TRAINING READINESS AND PLATFORM FAMILIARITY			
1. Do you have Desktop Computer/Laptop which may be used to attend online training? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2. Do you have access to stable internet connectivity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. Have you ever used the following online platforms?			
Zoom	<input type="checkbox"/> Yes <input type="checkbox"/> No	Google Classroom	<input type="checkbox"/> Yes <input type="checkbox"/> No
Jamboard	<input type="checkbox"/> Yes <input type="checkbox"/> No	Google Sheets	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Please let us know other issues/concerns you may have in relation to the online delivery of the training-workshop.			
<p align="center">_____ Signature of Participant</p>			