



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. **0059**
Series of 2023

TO : OFFICES, SERVICES, DIVISIONS, AND SPECIAL PROGRAMS UNDER
THE OFFICE OF THE CHIEF MINISTER
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : ATTENDANCE TO ELECTRONIC DOCUMENT MANAGEMENT SYSTEM
(EDMS) TRAINING

DATE : 12 Rajab 1444 AH | 03 February 2023

1. The Administrative Management Service - Records Division (AMS-RD) of the Office of the Chief Minister (OCM) will be conducting an **Electronic Document Management System (EDMS) Training** with the support of the SUBATRA on **25 February to 01 March 2023** (*venue to be announced*).
2. The training aims to capacitate all records officers in the OCM for system development and management.
3. Furthermore, the training will include lectures on the comprehensive understanding and fundamental concepts of EDMS, its process flow, as well as methodologies and techniques in database system development and management.
4. In line with the foregoing, you are hereby directed to submit the name of your participant/s for the training to AMS - Records Division:

OFFICE/SERVICE/DIVISION/SPECIAL PROGRAM	NO. OF PARTICIPANT/S
Office of the Senior Minister	1
Office of the Cabinet Secretariat	1
Office of the Chief of Staff	2

ODCM-Mainland	1
ODCM-Island Provinces	1
Bangsamoro Liaison Office in Metro Manila	1
Bangsamoro Attorney General's Office	1
Intergovernmental Relations Body	1
AMS-Office of the Director	1
Bangsamoro Library and Archives	1
AMS-Human Resource Management Division	1
AMS-Property and Supply Division	1
AMS-General Services Division	1
AMS-Records Division	14
FMS-Office of the Director	1
FMS-Budget Division	1
FMS-Accounting Division	1
FMS-Cash Division	1
TMS-Office of the Director	1
TMS-Planning Division	1
TMS-Research and Development Division	1
Intelligence and Security Services	1
Procurement Service	1
Information and Communication Office	2 (One participant and one infotech representative)
Legal and Legislative Liaison Office	1
Internal Audit Office	1
The Clinic	1
Office for Other Bangsamoro Communities	1
Bangsamoro Information Office	1 (To cover the activity)

PROJECT - TABANG	1
KAPYANAN	1
AMBAG - PMO	1
MRP	1
SLMG	1
Project SALAM	1

5. For question and/or clarification, you may contact Ms. Maria Nilda Guialel of the AMS - Records Division at mobile no. 09652914378 or email records@bangsamoro.gov.ph.

For information and compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM

ABDULRAUF A. MACACUA
 Senior Minister

OCM-BARMM RD-AMS
 AAA139402



Bangsamoro Autonomous Region in Muslim Mindanao
 Office of the Chief Minister
OFFICE OF THE SENIOR MINISTER
RELEASED
 Name: ABDUL AZIS LU ALI
 Date: FEB 20 2023 Time: 8:20 AM

Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
 Records Division - AMS
RELEASED
 BY: Bhai Elham M. Hadji Guialil
 DATE: 20 FEB 2023
 TIME: 8:37 AM

RECEIVED FOR ROUTING

By: MASNAH K. MIDTIMBANS
 Date: 20 FEB 2023
 Time: 8:24 AM