



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. 073 *GN*
Series of 2023

FOR/TO : **CHIEF MINISTER**
DEPUTY CHIEF MINISTERS
SPEAKER OF THE PARLIAMENT
SENIOR MINISTER
ASSISTANT SENIOR MINISTER
CABINET SECRETARY
ASSISTANT CABINET SECRETARY
CHIEF OF STAFF
FLOOR LEADER
ALL MINISTRIES
BANGSAMORO ATTORNEY GENERAL OFFICE
BANGSAMORO TREASURY OFFICE (BTO)
BANGSAMORO PLANNING AND DEVELOPMENT AUTHORITY (BPDA)
BANGSAMORO BUREAU OF INVESTMENTS (BBOI)
BANGSAMORO COMMISSION FOR THE PRESERVATION OF CULTURAL HERITAGE (BCPCH)
BANGSAMORO DARUL IFTA' (BDI)
BANGSAMORO INFORMATION AND COMMUNICATION TECHNOLOGY OFFICE (BICTO)
BANGSAMORO INFORMATION OFFICE (BIO)
BANGSAMORO LIAISON OFFICE IN METRO MANILA (BLOMM)
BANGSAMORO PILGRIMAGE OFFICE (BPA)
BANGSAMORO SPORTS COMMISSION (BSC)
BANGSAMORO WOMEN COMMISSION (BWC)
BANGSAMORO YOUTH COMMISSION (BYC)
OFFICE FOR OTHER BANGSAMORO COMMUNITIES (OIBC)
OFFICE FOR SETTLER COMMUNITIES (OSC)
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : **WORKSHOP ON THE CABINET HANDBOOK'S FORMS AND PROCESS MAPS**


DATE : **02 MARCH 2023/10 SHA'BAN 1444 AH**

1. The Office of the Cabinet Secretariat is directly responsible for providing technical secretariat support to the Cabinet, the Cabinet Clusters, and other committees that the Cabinet may create.

2. Chapter 6 of the Cabinet Handbook defines the role of the Cabinet Focal Persons as persons who “liaise with the Cabinet Secretariat and other offices on matters concerning the Cabinet”. Said persons shall “receive training and ongoing support from the Cabinet Secretariat to ensure that they are able to assist their Ministers and other officials in the ministry on all aspects of the Cabinet process”.
3. To uphold its duty to provide trainings for the Cabinet Focal Persons, the Office of the Cabinet Secretariat shall conduct a **Workshop on the Cabinet Handbook’s Forms and Process Maps**. The aim of this activity is to equip the participants with the necessary knowledge and skills to develop the Cabinet Manual.
4. The Workshop shall be held on **March 15-18, 2023 (inclusive of travel dates), at General Santos City (exact venue to be announced)**.
5. The Ministries and Offices are hereby enjoined to send their **one (1) Cabinet Focal Person** for the said Workshop. The details of the representative must be sent via email at cabsec@bangsamoro.gov.ph or via text at 0917 833 1429 **on or before March 10, 2023**.
6. For clarification, contact the Office of the Cabinet Secretariat at:

Phone: (064) 421-1544
 Mobile number: 0917 833 1429
 Email: cabsec@bangsamoro.gov.ph

For information and compliance.


MOHD ASNIN K. PENDATUN
 Cabinet Secretary

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OFFICE OF THE CHIEF MINISTER	
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