



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. 0136 *GW*
Series of 2023

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

SUBJECT : SUBMISSION OF PRIORITY TRAININGS

DATE : 07 Ramadhan 1444 AH | 29 March 2023

1. With the approved training budget for OCM-wide learning and development interventions lodged under the Administrative Management Service – Human Resource Management Division, consequently centralizing the budget utilization therefor, it is imperative that L&D requests by various offices under the OCM must be prioritized according to the key provisions stipulated in the Learning and Development Policy.
2. Following the successful pilot implementation of the Strategic Performance Management System policy last year whereby the performance gaps of individual employees were determined and acted upon using the Individual Development Plan (IDP), the latter shall become one of the bases for identifying L&D activities for this year. Additionally, the Human Resource Development Plan (HRDP), approved by the Personnel Development Committee (PDC) Chair, based on the results of last year’s consolidated Training Needs Analysis shall also be considered.
3. The relevance of the requested L&D shall be validated based on the key provisions in the L&D policy such as but not limited to the job description of the position, duties and responsibilities of the employee vis-à-vis mandate of the office, and other assignments as may be officially delegated through an Office Order as may be applicable.
4. To maximize the allotted training budget this year, all offices are encouraged to observe equity and cost-saving approaches to L&D by sending only key employees to training and requiring them to echo their learning through methods such as Knowledge Sharing Series (KSS) or Echo Training upon their return. Consequently, employees who have undergone trainings must submit pertinent documents to the PDC Secretariat or AMS-HRMD accomplished L&D Request Form, Post-Training Report, and Post-Evaluation Report of the Learning Service Provider or organizers of the training, among others, for monitoring and evaluation of learning implementation and progress in performance.
5. In line with the foregoing, **all offices, services, divisions, special programs, and attached agencies under the OCM are directed to submit their respective list of trainings as originally proposed in the Work and Financial Plan (WFP) on or before 17 April 2023**, the names and positions of their proposed participants, and identified Learning Service Providers for review and consideration in the finalization of this year’s Human Resource Development Plan (HRDP), based on the approved 2023 training budget.

6. Please refer to the herein attached template for the submission of the said list. For clarifications, kindly coordinate with AMS - HRMD at mobile no. 09178315248 or email at hrmd@bangsamoro.gov.ph.

For guidance and compliance.



ABDULLAH M. CUSAIN
Assistant Senior Minister

OCM-BARMM/AMS-RD
AAA141778



Bangsamoro Autonomous Region in Muslim Mindanao
Office of the Chief Minister
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2024 PRIORITY L&D

(Division/Office)

No.	Title of training	Name and Position of participants	Learning Service Provider	Estimated cost
1	Supervisory Development Course	a. Abdullah Arba, <i>Admin. Officer III</i> b. Janine Eman, <i>Chief Administrative Officer</i>	Civil Service Commission	P 10,000.00 P 10,000.00
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(Signature over printed name of Head of Office/Division)