



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. 014 496

Series of 2023

**TO :** ALL OFFICIALS AND EMPLOYEES  
Office of the Chief Minister  
Bangsamoro Autonomous Region in Muslim Mindanao

**SUBJECT :** AMENDMENT AND REITERATION OF PROVISIONS IN THE  
GUIDELINES ON TIME AND ATTENDANCE MONITORING AND LEAVE  
ADMINISTRATION IN THE OFFICE OF THE CHIEF MINISTER

**DATE :** 28 Sha'ban 1444 AH | 20 March 2023

1. In accordance to the Government of the Day's principle of moral governance and accountability, Section 3 Item C.3 of the Guidelines on Time and Attendance Monitoring, and Leave Administration in the Office of the Chief Minister (OCM)-BARMM shall be amended. The original provision states that:

*The signatory for leave applicants shall be as follows:*

*a. Vacation/sick leave and other leave applications for less than thirty (30) calendar days:*

<i>Position</i>	<i>Recommending Authority</i>	<i>Approving Authority</i>
<i>Director and other officials of equivalent ranks</i>	<i>Assistant Senior Minister</i>	<i>Senior Minister</i>
<i>Rank-and-file personnel (e.g. Division Chiefs and equivalent rank (SG24), to include Attorney V and other personnel of lower ranks/SG)</i>	<i>Division Chiefs</i>	

*b. Leave of absence for 30 calendar days or more/leave of absence for travel abroad/rehabilitation leave/monetization/terminal leave*

<i>Position</i>	<i>Recommending Authority</i>	<i>Approving Authority</i>
<i>Director and other officials of equivalent ranks</i>	<i>Assistant Senior Minister</i>	<i>Senior Minister</i>
<i>Rank-and-file personnel (e.g. Division Chiefs and equivalent rank (SG24), to include Attorney V and other personnel of lower ranks/SG)</i>	<i>Division Chiefs</i>	<i>Senior Minister</i>

2. The Amendment shall be as follows:

The signatory for leave applicants shall be as follows:

a. Vacation/sick leave and other leave applications for less than thirty (30) calendar days:

Position	Recommending Authority	Approving Authority
Director and other officials of equivalent ranks	Assistant Senior Minister	Senior Minister
Division Chiefs and equivalent rank (SG24), to include Attorney V	Immediate supervisor or direct oversight	Senior Minister
Other personnel of lower ranks/SG	Division Chiefs	Director III Administrative Management Service

Leave of absence for 30 calendar days or more/leave of absence for travel abroad/rehabilitation leave/monetization/terminal leave

Position	Recommending Authority	Approving Authority
Director and other officials of equivalent ranks	Assistant Senior Minister	Senior Minister
Division Chiefs and equivalent rank (SG24), to include Attorney V	Immediate supervisor or direct oversight	Senior Minister
Other personnel of lower ranks/SG	Division Chiefs	Director III Administrative Management Service

- It shall be reiterated that as mentioned in Sec. 3 item C.2 of the said guidelines, all vacation leaves shall be filed five (5) working days before the effectivity of the date of leave. This will give the AMS-Human Resource Management Division sufficient time to check for earned leave credit and process the application.
- In adherence to the Bangsamoro Civil Service Code and other pertinent laws, all provisions of the above-mentioned guidelines shall be strictly observed. Officials and employees who fail to comply shall be dealt with accordingly.

For guidance and **compliance**.

**By Authority of the Chief Minister**  
**AHOD B. EBRAHIM**

**ABDULRAOF A. MACACUA**  
Senior Minister

OCM-BARMM AMS-RD  
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