



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. 01919  
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 :** GUIDELINES FOR PRE-TERMINATION OR NON-RENEWAL OF CONTRACT OF SERVICE PERSONNEL

**DATE :** 7 Shawwal 1444 AH | 27 April 2023

1. To ensure that Contract of Service Personnel (COSP) separated from the Office of the Chief Minister and its Attached Offices are cleared prior to their separation (via resignation, promotion, termination, transfer, or other modes of separation), they must submit the following documents to the head of office/service/division, with a copy provided to the AMS - Human Resource Management Division:
  - a. Written resignation letter accepted by his/her immediate supervisor, effective not less than 15 days from submission thereof; and
  - b. Accomplished clearance form (Annex A).
2. The COSP shall also be required to return all properties assigned to him/her, including but not limited to:
  - a. Identification Cards (ATM size and CSC prescribed ID size)
  - b. Records, documents, and reports to be turned over to the immediate supervisor, with a complete list thereof; and
  - c. Computer, gadgets, work desk, and supplies, among others.
3. Should the COSP not comply with item 1 (a) hereof, his/her immediate supervisor shall notify AMS-HRMD and FMS-OD after 15 days of continued unauthorized absences in the office.
4. Incomplete submission of the above and/or failure to comply with this memorandum shall hold the concerned employee liable for any administrative or legal charges as may be applicable. Unless the concerned COSP is cleared of all accountabilities, his/her last salary shall not be released.

5. This Memorandum shall take effect immediately and shall cover all COSP resigning from this date onwards. For related concerns/clarifications, please contact the **AMS-HRMD** through (064) 421 9968 or email at [hrmd@bangsamoro.gov.ph](mailto:hrmd@bangsamoro.gov.ph)

For strict compliance.

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

**ABUNAWAS L. MASLAMAMA**  
Senior Minister

OCM-BARMM, AMS- RD

AA4143306



**RECEIVED FOR ROUTING**  
By: **MASNAH K. MIDTIMBANG**  
Date: **16 MAY 2023**  
Time: **8:16 Am**