MEMORANDUM
Order No. 0 2 0 4
Series of 2023

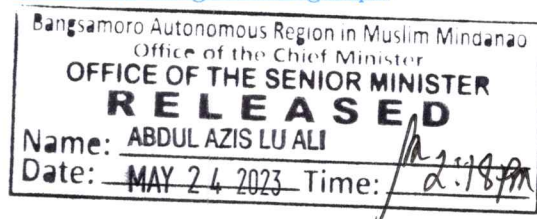|		
TO	:	**ALL OFFICES, SERVICES, DIVISIONS, SPECIAL PROGRAMS AND ATTACHED AGENCIES UNDER THE OFFICE OF THE CHIEF MINISTER** Bangsamoro Autonomous Region in Muslim Mindanao
SUBJECT	:	**PROFILING OF OCM EMPLOYEES**
DATE	:	*02 Dhu'l-Qi'dah 1444 AH	22 May 2023*

1. In accordance with the Technical Management Service (TMS) function of providing research support to the Office of the Chief Minister in the formulation of regional policies, guidelines, and legislative agenda,[1] the TMS - Research and Development Division (RDD) will create a database system to analyze relevant information from OCM employees.

2. The database system's objective is to: 1) collect basic data on OCM employees; 2) know the competencies and skills of OCM employees; and 3) create a data management system for all employees in order to easily identify for any human resource expertise.

3. Hence, all employees are enjoined to participate in the **Profiling of OCM Employees for F.Y. 2023** to be conducted by the TMS-RDD on **25 May to 09 June 2023**.

4. The profiling will be carried out on an annual basis in order to update the database system and identify trends. **All employee responses shall be kept strictly confidential.**

5. For questions and/or other clarifications, please contact Mr. Ricky Chan K. Gubel of TMS-RDD at mobile no. +639510427837 or email at tms_rdd@bangsamoro.gov.ph.

For guidance and **compliance**.

By Authority of the Chief Minister
AHOD B. EBRAHIM

ABUNAWAS L. MASLAMAMA
Senior Minister

OCM-BARMM-AMS-RD
AAA143862

Bangsamoro Autonomous Region in Muslim Mindanao
Office of the Chief Minister
OFFICE OF THE SENIOR MINISTER
RELEASED
Name: ABDUL AZIS LU ALI
Date: MAY 2 4 2023   Time: 2:18 pm

Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
Records Division - AMS
RELEASED
BY : Bhai Elham M. Hadji Guialil
DATE : 2 4 MAY 2023
TIME : 1:29 pm

RECEIVED FOR ROUTING
By: MASNAH K. MIDTIMBANG
Date: 2 4 MAY 2023
Time: 2: 25 PM

---

[1] Section 25 (1), Title II, Book IV of the Bangsamoro Autonomy Act No. 13 or the *Bangsamoro Administrative Code*

Profiling of OCM Employees

I. Rationale

The Research and Development Division is under the office of the Technical Management Service that provides research support to the Office of the Chief Minister in the formulation of regional policies, guidelines and legislative agenda. As one of the activities provided in the mandate of the RDD is to conduct research and gather data and information in relation to the OCM's program implementation, it is in this line that RDD will conduct the Profiling of Employees to the different offices, attached agencies and special projects under the Office of the Chief Minister.

The purpose of employee profiling is to identify the right candidates for a particular job or position to improve efficiency in the performance of their duties and functions. It helps the office to identify the skills and skill levels of employees that need to perform specific jobs effectively. Identifying and collecting appropriate job performance data, to help employers make more reliable decisions about hiring, promotion, competency, leadership and management development for the attainment of OCM strategic goals and objectives.

Furthermore, the Profiling of OCM Employees help us to determine the data and information of the employees' details that can be easily access in looking for any human resource expertise. Employee profiles tells the story of every member of an organization. In addition, the larger the office, the more important it is to have that information about an employee's skills and competencies.

II. Objectives

- To gather the basic data of the employees in the Office of the Chief Minister.
- To know the skills and level of skills of the employees in OCM for proper job placement
- To make a data management of all employees in order to have an easy access in identifying for any human resource expertise.

Prepared by:

ANABELLE V. ESMAEL-ZAILON, Sh.C.
Development Management Officer V
Chief, Research and Development Division

Verified by:

ENGR. WINDEL P. DIANGCALAN
Director III
Technical Management Service

Recommending Approval:

ABDULLAH M. CUSAIN
Assistant Senior Minister

Approved:

ABDULRAOF A. MACACUA
Senior Minister

III. Expected Output

The expected output of the profiling of OCM Employees is to capture data and information on the findings of the answers the specific objectives of the research. Provides a background check and skills of the employees that are suitable to complete the task. Further, it is essential to have an accessible employee database in place in the Office of the Chief Minister. Each employee needs to understand the importance of their role and how their responsibilities influence their organization and department. Performance expectations go beyond a job description and include a range of expected outcomes.

IV. Methodology

The methodology to be used in the conduct of the profiling activity is to disseminate or distribute both digital forms and survey forms for the data collection process. After gathering the distributed forms, the data will be encoded, collated, organized for statistical interpretation and analysis. Make some graphical visualization and presentations to come up with the policy recommendation to be submitted to the top management to inform them on the status and result of employees profiling conducted in the Office of the Chief Minister.

Proper coordination with the Administrative Management Service and the HRMD for guidelines.

V. SCOPE

The scope of this activity is to collect data and information of all employees of the offices, attached agencies and special programs under the Office of the Chief Minister (OCM) with a Permanent status, Co-terminus, Casual, COSP, and Job Order personnel.

VI. ACTIVITY FLOW

ACTIVITY
1. Team Planning with focal person per office
2. Pilot test: Data Collection tool
3. Implementation of The Data Collection Process
4. Data Encoding
5. Data verify and Cleaning
6. Data visualization and Report
7. Data Presentation