



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

Circular No. 008 *4gr*
Series of 2023

TO : ALL MINISTRIES, OFFICES, AND AGENCIES
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : GUIDELINES ON REQUEST FOR ISSUANCE OF MEMORANDUM
CIRCULAR/ORDER

DATE : 13 Dhu'l-Qi'dah 1444 AH | 02 June 2023

1. Chapter 2, Title 1, Book IV of the Bangsamoro Autonomy Act No. 13 or the Bangsamoro Administrative Code expressly grants the Chief Minister the rule-making power, such as the issuance of Memorandum Orders and other policies in the Bangsamoro Government.
2. Further, Section 5 (d), Title II, Book IV of the Bangsamoro Administrative Code grants the undersigned the duty to exercise primary authority to sign official documents "By Authority of the Chief Minister", or "For the Chief Minister", whichever is deemed appropriate, to attest to executive order and other Chief Minister's issuances unless attestation is specifically delegated to other officials by him or by the Chief Minister.
3. In line with the foregoing, all ministries, offices, and agencies are enjoined to **submit their request for issuance of Memorandum Circular/Order one (1) week or earlier prior to its deadline or date of implementation/conduct of activity** to ensure adequate time for review and approval.
4. The following format style and needed attachment/s shall also be followed/included:
 - a. The requested Memorandum Circular/Order shall be drafted using Cambria with twelve (12) pt. font size, single-spaced (please refer to the attached format);
 - b. Paginate the template using (Page _ of _) format;
 - c. Attached "Email Recipients Checklist Form" checked/verified and approved by an authorized representative; and
 - d. All attachments such as indicative programme, sample design for tarpaulin, etc. (if any) must be enclosed in the request.

5. This Memorandum shall take effect immediately and shall continue in effect unless modified or amended by the undersigned or other competent authority.

For strict compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABUNAWAS L. MASLAMAMA
Senior Minister *P*

OCM-BARMM AMS-RD
AAA144599



Bangsamoro Autonomous Region in Muslim Mindanao
Office of the Chief Minister
OFFICE OF THE SENIOR MINISTER
RELEASED
Name: ABDUL AZIS LU ALI *pb*
Date: JUN 08 2023 Time: 8:40 AM

Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
Records Division - AMS
RELEASED
BY: Bhai Elham M. Hadji Guialil *gr*
DATE: 08 JUN 2023
TIME: 9:05 AM

RECEIVED FOR ROUTING
By: MASNAH K. MIDTIMBANG
Date: 08 JUN 2023
Time: 8:59 AM