



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

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**MEMORANDUM**

Order No. **0242**  
Series of 2023

**TO :** ALL OFFICES, SERVICES, DIVISIONS, SPECIAL PROGRAMS AND ATTACHED OFFICES (BBOI, BICTO, BDI, BIO, OSC) UNDER THE OFFICE OF THE CHIEF MINISTER  
Bangsamoro Autonomous Region in Muslim Mindanao

**SUBJECT :** GUIDELINES ON THE SUBMISSION OF POST ACTIVITY REPORT

**DATE :** 12 Dhu'l-Hijjah 1444 AH | 30 June 2023

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**I. RATIONALE**

These guidelines are being issued as key metrics to track and evaluate the status of the of activity proposal (AP) after its approval.

Specifically, these aim to review the success of the activity and its objectives, to determine key recommendations for future reference of the Office of the Chief Minister.

Further, to establish a standard template in submitting a post activity report.

**II. LEGAL BASIS**

Memorandum Order No. 0016, s. 2023,<sup>1</sup> provides that "Post Activity Report must be accomplished within ten (10) working days after the conduct or implementation of the activity. This should be submitted to the TMS-Planning and Management Division. Note that succeeding activity proposals shall not be approved sans the post activity report of the preceding activity, if applicable."

**III. SCOPE AND COVERAGE**

This shall apply to all divisions, services and offices under the OCM Proper, the project management office, and the attached offices, excluding offices with fiscal autonomy.

**IV. GENERAL GUIDELINES**

- A. The title of the approved activity proposal shall be exactly the same to the title of activity of the PAR to be submitted. Otherwise, it shall not be considered submitted unless it is replaced with the title similar to the aforementioned approved AP.
- B. The rationale of the AP shall coincide with the narrative reflected in PAR.
- C. The Post Activity Report (PAR) must be accomplished within **ten (10) working days** after the conduct of the activity. This should be submitted to TMS-Planning and Management Division.

## V. SPECIFIC GUIDELINES

### A. Format Style

- a. This shall be in Cambria (font style), eleven (11) pt. font size, and single-spaced.
- b. Paginate the report using (Page \_ of \_) format at the lower part of the page to ensure that all pages are intact.
- c. It shall be submitted in A4 size paper.
- d. Geotagged photos using **Spotlens Application** and/or **Timestamp Application** shall be used wherein the basic information such as office logo, office name, name of activity, activity location and coordinates, and activity date and time are set before capturing a photo. This aims to avoid reusing of photos for credibility and reliability purposes that may utilize for future reference of the OCM.

## VI. FORMAT OF THE POST ACTIVITY PROPOSAL

### A. General Information

This enumerates the basic information of the PAR such as:

- a. Activity – title of the Activity
- b. Date - actual conduct of the Activity
- c. Location – specific venue where the activity was conducted
- d. Resource Person/S – name of the resource person/s if any
- e. Office – name of office that spearheaded the conduct of the activity

### B. Executive Summary

This highlights the major points covered by the activity; indicate the number of participants; and provide key recommendations.

### C. Rationale

This section briefly specifies the purpose/s in implementing the activity.

### D. Key Accomplishments

Highlight the accomplishments based on the expected target output identified in the approved activity proposal.

### E. Gaps and Challenges

Identify the gaps and challenges encountered during the conduct of the activity especially in accomplishing the target output.

**F. Ways Forward**

State the ways forward regarding the accomplished output.

**G. Photo Documentation**

A maximum of six (6) relevant photos with captions that illustrate the conduct of the activity.

**H. Signatories**

The signatories for the post-activity proposal are the following:

**a. Prepared by**

The M&E focal person, or the personnel who drafted the report affixing his/her signature over printed name.

**b. Recommending Approval**

The personnel who drafted the activity proposal, to certify the alignment of the AP to the PAR.

**c. Approved by**

The final approval of the activity shall be the section head/division chief/head of office affixing his/her signature over printed name.

**VII. SUBMISSION**

A. The Post Activity Report (PAR) must be accomplished within **ten (10) working days** after the conduct of the activity.

B. Transmittal of the PAR shall be addressed to the Chief of Planning and Management Division. Hard copies shall be submitted directly to Technical Management Service- Receiving Section, and the e-copies shall be mailed at PMD official email address at [tmsplanning@bangsamoro.gov.ph](mailto:tmsplanning@bangsamoro.gov.ph).

**C. Attachment**

**a. Accomplished Output**

Expected target output that are attainable and quantifiable throughout the conduct of the activity shall be attached in the PAR such as:

- strategic plan;
- assessment report;
- completed services;
- products;

- interventions;
- road map and logical framework; and
- other outputs stipulated in the approved AP

**b. Justification Report**

A Justification Report shall otherwise be submitted to justify why the output/s are not done, or when the output can be done. This shall also serve as basis of the Monitoring & Evaluation Section on the number of OCM activities that met the expected output compared with the activities that did not meet the expected output.

**c. Programme**

Copy or photocopy of the actual program flow shall also be attached.

**VIII. SEPARABILITY AND REPEALING CLAUSE**

Should any provision of these guidelines be deemed invalid or unconstitutional, the other provisions shall remain to be valid and subsisting. These guidelines are subject to modification or revocation by the Planning and Management Division of the Technical Management Service under the direction of the Management Committee.

**IX. EFFECTIVITY**

This order shall take effect immediately upon its issuance.

For guidance and **strict compliance**.

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

Bangsamoro Autonomous Region in Muslim Mindanao  
Office of the Chief Minister  
**OFFICE OF THE SENIOR MINISTER**  
**RELEASED**  
Name: ABDUL AZIS LU ALI  
Date: JUL 04 2023 Time: 2:55 PM

*Amz*  
**ABUNAWAS L. MASLAMAMA**  
Senior Minister

OCM-BARMM AMS-RD  
AAA145838



Bangsamoro Autonomous Region in Muslim Mindanao  
**OFFICE OF THE CHIEF MINISTER**  
Records Division - AMS  
**RELEASED**  
BY: Bhai Elham M. Hadji Guialil  
DATE: 04 JUL 2023  
TIME: 3:49 PM

**RECEIVED FOR ROUTING**  
By: MASNAH K. MIDTIBANG  
Date: 04 JUL 2023  
Time: 3:44 PM

<sup>1</sup>Section III (d) of Memorandum Order No. 0016, s. 2023 with the subject "GUIDELINES ON THE SUBMISSION OF ACTIVITY PROPOSAL"



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*Annex A.*

**Post Activity Report Template**

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| <p><b>EXECUTIVE SUMMARY</b></p> <p>&lt;highlight the major points covered by the activity; indicate the number of participants; and provide key recommendations&gt;</p>        |
| <p><b>RATIONALE</b></p> <p>&lt;briefly specify the purpose/s in implementing the activity&gt;</p>  |
| <p><b>KEY ACCOMPLISHMENT/S</b></p> <p>&lt; highlight the accomplishments based on the expected target output identified in the approved activity proposal&gt;</p>              |
| <p><b>GAPS AND CHALLENGES</b></p> <p>&lt;identify the gaps and challenges encountered during the conduct of the activity especially in accomplishing the target output&gt;</p> |
| <p><b>WAYS FORWARD</b></p> <p>&lt;state the ways forward regarding the accomplished output&gt;</p>   |
| <p><b>PHOTO DOCUMENTATION</b></p> <p>&lt;a maximum of six (6) relevant photos with captions that illustrate the conduct of the activity&gt;</p>                                |

**Prepared by:**

\_\_\_\_\_  
(Signature over printed name of M&E Personnel/  
Drafting Personnel

**Recommending Approval**

\_\_\_\_\_  
Personnel who drafted the  
Activity Proposal

**Approved by:**

\_\_\_\_\_  
(Signature over printed name of  
of Section head/ Division Chief  
Head of Office