

## Republic of the Philippines Bangsamoro Autonomous Region in Muslim Mindanao CE OF THE CHIEF MINI

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

**MEMORANDUM** 

Order No. n 2 5 Series of 2023

TO

ALL SERVICES, OFFICES, DIVISIONS, SPECIAL PROGRAMS,

AND ATTACHED AGENCIES UNDER THE OFFICE OF THE

**CHIEFMINISTER** 

Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT

TRAINING ON TIME MANAGEMENT

DATE

25 Dhu'l-Hijjah 1444 AH | 13 July 2023

The Office of the Chief Minister, through its Personnel Development Committee (PDC) will be conducting a "Training on Time Management" on 25 July 2023 from 8:00 am to 5:00 pm via Zoom Teleconference.

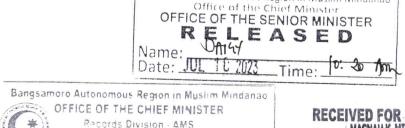
- The training seeks to improve employees' time management by addressing concerns such as tardiness in reporting to the workplace and submitting outputs and tasks.
- 3. Hence, all services, offices, divisions, special programs, and attached agencies under the OCM are enjoined to submit the names of two to three (2 to 3) participants to the activity. Additionally, participants are directed to submit an accomplished L&D Request Form to the PDC Secretariat or or before 24 July 2023.
- For inquiries and/or other clarifications, please contact Ms. Halima M. Gua of the AMS-Human Resource Management Division at mobile no. 09552656658 or email at hrmd@bangsamoro.gov.ph.

For information and **compliance**.

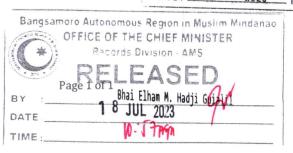
By Authority of the Chief Minister AHOD B. EBRAHIM

ABUNAWAS L. MASLAMAMA Seniør Minister ď





Bangsamoro Autonomous Region in Muslim Mindanao



**RECEIVED FOR ROUTIN** MASNAH K. MIDTIMBANG 1 8 JUL 2023 10:52 Am



## 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

## **Training on Time Management**

July 25, 2024 (8:00 AM - 5:00 PM) Zoom Teleconference

TIME MANAGEMENT Via Zoom Teleconference		
TIME	ACTIVITY	PERSON/OFFICE IN CHARGE
8:00 – 8:30 AM	Attendance/ Roll Call	Participants and Emcee
8:31 – 8:35 AM	Opening Dua	HAMDI ABDULSAMAD Staff, HRMD
8:36 – 8:45 AM	Philippine National Anthem and Bangsamoro Hymn	Secretariat
8:46 – 9:00 AM	Opening Remarks	WINDEL P. DIANGCALAN  Director III, TMS  Chairperson, PDC
9:01 – 9:15 AM	Welcome Address	NARCISA D MACOG  Director III, AMS  Vice-Chairperson, PDC
9:16 – 11:30 AM	Session 1 (Inputs and Workshop/s)	ATTY. SITTIE AMERA T.  MANALAO  Attorney III, Anti-Red Tape Unit, Civil Service Commission for BARMM
11:31 – 12:00 NN	Open Forum	Secretariat
12:01 – 1:00 PM	NOON BREAK	
1:01 – 3:00 PM	Session 2 (Inputs and Workshop/s)	ATTY. SITTIE AMERA T.  MANALAO  Attorney III, Anti-Red Tape Unit, Civil Service Commission for BARMM
3:01 - 3:30 PM	As'r Break	
3:31 – 4:15 PM	Session 3 (Inputs and Workshop/s)	ATTY. SITTIE AMERA T.  MANALAO  Attorney III, Anti-Red Tape Unit, Civil Service Commission for BARMM
4:16 + 4:30 PM	Open Forum	Secretariat
4:31- 4:35 PM	Photo Ops	Secretariat
4:36 – 5:00 PM	Closing Remarks	LADY HANIFAH R. MINDALANO Chief, AMS-HRMD Member, PDC

Moderator:

ALMIRA A. ALI Staff, HRMD