



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. 025 ²⁴
Series of 2023

TO : ALL SERVICES, OFFICES, DIVISIONS, SPECIAL PROGRAMS,
AND ATTACHED AGENCIES UNDER THE OFFICE OF THE
CHIEF MINISTER
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : TRAINING ON TIME MANAGEMENT

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

1. 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**.
2. 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.
4. 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 hrrmd@bangsamoro.gov.ph.

For information and **compliance**.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABUNAWAS L. MASLAMAMA
Senior Minister

OCM-BARMM AMS-RD
AAA146570



Bangsamoro Autonomous Region in Muslim Mindanao
Office of the Chief Minister
OFFICE OF THE SENIOR MINISTER
RELEASED
Name: Daisy
Date: JUL 16 2023 Time: 10:30 Am

Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
Records Division - AMS
RELEASED
Page 1 of 1
BY: Bhai Elham M. Hadji Guiala
DATE: 18 JUL 2023
TIME: 10:57 AM

RECEIVED FOR ROUTING
By: MASNAH K. MIDTIMBANG
Date: 18 JUL 2023
Time: 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