



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. n 25 ^{89r}
Series of 2023

FOR/TO : **OFFICE OF THE CHIEF MINISTER**
OFFICE OF THE DEPUTY CHIEF MINISTER (MAINLAND PROVINCES)
OFFICE OF THE DEPUTY CHIEF MINISTER (ISLAND PROVINCES)
OFFICE OF THE SPEAKER OF THE PARLIAMENT
OFFICE OF THE SENIOR MINISTER
OFFICE OF THE CABINET SECRETARIAT
OFFICE OF THE CHIEF OF STAFF
OFFICE OF THE FLOOR LEADER
ALL MINISTRIES
BANGSAMORO ATTORNEY GENERAL OFFICE
BANGSAMORO TREASURY OFFICE (BTO)
BANGSAMORO PLANNING AND DEVELOPMENT AUTHORITY (BPDA)
BANGSAMORO BOARD OF INVESTMENTS (BBOI)
BANGSAMORO COMMISSION FOR THE PRESERVATION OF CULTURAL HERITAGE (BCPCH)
BANGSAMORO DARUL IFTA' (BDI)
BANGSAMORO INFORMATION AND COMMUNICATION TECHNOLOGY OFFICE (BICTO)
BANGSAMORO INFORMATION OFFICE (BIO)
BANGSAMORO LIAISON OFFICE IN METRO MANILA (BLOMM)
BANGSAMORO PILGRIMAGE OFFICE (BPA)
BANGSAMORO SPORTS COMMISSION (BSC)
BANGSAMORO WOMEN COMMISSION (BWC)
BANGSAMORO YOUTH COMMISSION (BYC)
OFFICE FOR OTHER BANGSAMORO COMMUNITIES (OIBC)
OFFICE FOR SETTLER COMMUNITIES (OSC)
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : **SUBMISSION OF OFFICIAL CABINET FOCAL PERSON/S**

DATE : 24 July 2023 / 06 Muharram 1445

1. The Office of the Cabinet Secretariat is directly responsible for providing technical secretariat support to the Cabinet, the Cabinet Clusters, and other committees that the Cabinet may create.

- Chapter 6 of the Cabinet Handbook defines the role of the Cabinet Focal Persons as persons who "liaise with the Cabinet Secretariat and other offices on matters concerning the Cabinet".

The Cabinet Handbook likewise mandates that the Cabinet Focal Person must hold a permanent position, with no less than Salary Grade 22. Furthermore, ministries, offices and agencies with high volumes of Cabinet business are encouraged to nominate two (2) Cabinet Focal Persons, one at a more senior level, to ensure continuity and efficient handling of Cabinet matters within the ministry, offices or agency.

- As per Memorandum Circular No. 073, dated March 02, 2023, the Ministries, Offices and Agencies were previously enjoined to submit the name of their Cabinet Focal Person.
- The Ministries, Offices and Agencies are hereby required to designate their official Cabinet Focal Person/s. **Kindly accomplish the form attached to this Memorandum and e-mail it to cabsec@bangsamoro.gov.ph on or before July 28, 2023 (Friday).**
- For clarification, contact the Office of the Cabinet Secretariat at:

Phone: (064) 421-1544
Mobile number: 0917 833 1429
Email: cabsec@bangsamoro.gov.ph


For information and compliance.


MOHD ASNIN K. PENDATUN
Cabinet Secretary

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Time: 2:47 PM

CABINET FOCAL PERSON

Name	Ministry/Office/Agency	Position	Contact Number	Facebook/Messenger Account