



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. 267 ^{qt}
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 : REVISED LEARNING AND DEVELOPMENT (L&D) REQUEST FORM

DATE : 26 Dhu'l-Hijjah 1444 AH | 14 July 2023

1. This is to inform all employees and supervisors of the implementation of the revised version of Learning and Development (L&D) Form, effective immediately. The purpose of this revision is to enhance our records and standardize our process of tracking expenses and funding sources per L&D Policy as well as ensure optimal resource allocation, alignment with strategic goals, efficient monitoring of individuals and team development.
2. The revised L&D Form now includes additional boxes with the following information:
 - a. **Source of Funds.** This box shall determine the specific office/division that will incur the funding requirements of the requested L&D and the sourcing fund whether [a] Approved Human Resource Development Plan, [b] Work Financial Program, [c] Sponsored by Development Partners or [d] Other fund sources.

The same is found in the first column of the second row under the *Learning and Development Activity Information*. For source of funds under other L&D, please attach a copy of funding commitment or indicate specific fund source.
 - b. **Amount Requested.** This box shall determine the specific amount required for the requested L&D. The same is found in the second column of the second row of the *Learning and Development Activity Information*.
 - c. **Attachment of funding commitment for L&D under [d] Other fund sources.** Should there be other funding sources in the OCM outside of the approved HRDP and WFP, please attach funding commitment signed by FMS Director, specifically indicating where it will be charged in the OCM approved budget.
3. Further, consistent with the provision of our L&D Policy, all offices and divisions are reminded to observe the submission of their L&D Requests **three (3) days prior** to the conduct of the activity. Sanctions in accordance with the L&D Policy may be implemented for individuals found to be non-compliant with the aforesaid rule.

4. For guidance, please see the revisions highlighted in yellow in the attached revised form. You may scan the QR Code below for a quick access to the revised template. For questions and/or other clarification, please contact **Ms. Julpa Panares** of the AMS-HRMD at mobile no. **09267948272**.



Scan this QR Code for the L&D Request Form

For information and compliance.


By Authority of the Chief Minister
AHOD B. EBRAHIM


ABUNAWAS L. MASLAMAMA
Senior Minister 

OCM-BARMM AMS-RD
AAA147488



Bangsamoro Autonomous Region in Muslim Mindanao
Office of the Chief Minister
OFFICE OF THE SENIOR MINISTER
RELEASED
Name: ABDUL AZIS LU ALI
Date: AUG 04 2023 Time: 2:10 PM

Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
Records Division - AMS
RELEASED
Bhai Elham M. Hadji Guiall 
BY : _____
DATE: 04 AUG 2023
TIME: 2:25 PM

RECEIVED FOR ROUTING
By: MASNAH K. MIDTUMBANG
Date: 04 AUG 2023
Time: 2:18 PM



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
BARMM Compound, Cotabato City

LEARNING AND DEVELOPMENT PARTICIPATION REQUEST FORM

BASIC INFORMATION	PARTICIPANT	OFFICER IN CHARGE
Name of employee:		
Office/Division/Unit:		
Position/Designation:		
Employment Status:		

LEARNING AND DEVELOPMENT ACTIVITY INFORMATION

Title of Learning and Development Activity:		
Source of Funds (Check Appropriate Box)	<input type="checkbox"/> a. Approved Human Resource Development Plan <input type="checkbox"/> b. Work Financial Program <input type="checkbox"/> c. Sponsored by Development Partners <input type="checkbox"/> d. Other funds.	Amount Requested:
Date and Venue:		Number of Hours:
Learning service Provider:		
Mode of the Activity:	<input type="checkbox"/> Internal L&D Activity	<input type="checkbox"/> External L&D Activity
Level:	<input type="checkbox"/> Local	<input type="checkbox"/> Regional
	<input type="checkbox"/> National	<input type="checkbox"/> International
Nature of Participation:	<input type="checkbox"/> Participant	<input type="checkbox"/> Presenter
	<input type="checkbox"/> Speaker	<input type="checkbox"/> Facilitator
		<input type="checkbox"/> Officer/Member
		<input type="checkbox"/> Organizer
Type of L&D (Managerial/Supervisory/Technical, etc.):		Desired competency from the L&D Activity:
Is the L&D Activity sponsored by CSC/a recognized or registered professional organization?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the nature of the L&D Activity within the participant's job description/office function or field of specialization?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the official/employee previously attended an L&D Activity within the last three (3) months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please attach a copy of funding commitment for L&D under Other Funds	<input type="checkbox"/> Done	<input type="checkbox"/> No Attachment Submitted

If so, please state the following:

Last L&D Activity attended:	
Date and Venue:	
Post-Training Report Submitted:	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Post Activity commitments: [a] Learning Service Provider Assessment; [b] Post-training report	Signature of the participant:
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APPROVAL

Requested by: _____ Division Head/Direct Supervisor Date and time:	Reviewed and verified by: LADY HANIFAH R. MINDALANO Chief Administrative Officer, HRMD Date and time:
MARIAM M. DAUD Director III, FMS Date and time:	Recommending Approval: ENGR. WINDEL P. DIANGCALAN Chairperson, PDC Date and time:

Approved by: ABUNAWAS L. MASLAMAMA Senior Minister Date and time:

Remarks:

Required Attachments: [a] Official Invitation; [b] Program of Activities