



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**

Circular No. 202<sup>an</sup>  
Series of 2023

**TO :** ALL MINISTRIES, OFFICES, AGENCIES, AND OTHER REQUESTING PARTIES  
Bangsamoro Autonomous Region in Muslim Mindanao

**SUBJECT :** GUIDELINES FOR THE CONDUCT OF COMPLETE STAFF WORK FOR THE CHIEF MINISTER'S ENGAGEMENTS

**DATE :** 02 Jamada Al-Thani 1445 AH | 15 December 2023

The Office of the Chief of Staff is the primary office under the Office of the Chief Minister - Bangsamoro Autonomous Region in Muslim Mindanao (OCM-BARMM) responsible for the management of the engagements and calendar of the Chief Minister.

In fulfillment of its mandate, the Office of the Chief of Staff (OCOS) releases updated guidelines for the conduct of Complete Staff Work (CSW) related to requests for engagements, such as Meetings/Appointments, Attendance to Events, or Messages, involving the Chief Minister. Aligned with CSW principles, these guidelines emphasize an accurately coordinated optimal course of action that enables OCOS to thoroughly assess and subsequently convey the Chief Minister's actions.

**I. INVITATIONS AND REQUESTS FOR MEETINGS/APPOINTMENTS**

1. Invitations and Requests for Meetings/Appointments with the Chief Minister should be received by the OCM-OCOS, through the OCM-Records Division, **at least two (2) weeks before** the requested schedule of meeting/appointment, along with complete contact details of the requesting party for further coordination.
2. The request should outline the purpose of the meeting, agenda items, and any relevant documents to be discussed. An indicative list of attendees to the meeting must be attached therein.

*Note: Only individuals on the list shall be permitted entry.*

3. The Chief Minister shall review the meeting/appointment request and schedule the meeting based on his availability and the urgency of the appointment.

**II. INVITATIONS FOR ATTENDANCE TO EVENTS**

**A. Local Events**

1. Invitations for the Chief Minister to attend events or functions should be received by the OCOS, through the OCM-Records Division, **at least two (2) weeks before** the date of the event, along with complete contact details of the requesting party for further coordination.
2. The invitation should include relevant details such as the date and time, venue, and expected role of the Chief Minister, as well as an indicative programme of the event.

*Note: Kindly attach a duly accomplished Event Profile Summary (Annex A) to your request letter (downloadable at [https://bit.ly/AnnexA\\_EventProfileSummary](https://bit.ly/AnnexA_EventProfileSummary)).*

3. The OCOS shall review the invitation and act upon it within 48 hours upon receipt, confirming or declining attendance based on the Chief Minister's schedule and priorities.
4. For local events/engagements the Office of the Chief of Staff requires the inclusion of a preliminary draft for the message, statement, speech, and/or key points.

#### **B. International Events**

1. Invitations for the Chief Minister to attend international events or functions must be received by the OCOS, through the OCM-Records Division, **at least 60 calendar days before** the date of the event, along with complete contact details of the requesting party for further coordination.
2. The invitation should include relevant details such as the date and time, venue, and expected role of the Chief Minister, as well as an indicative programme of the event.

*Note: Kindly attach a duly accomplished Event Profile Summary (Annex A) to your request letter (downloadable at [https://bit.ly/AnnexA\\_EventProfileSummary](https://bit.ly/AnnexA_EventProfileSummary)).*

3. The OCOS shall review the invitation and act upon it within 48 hours upon receipt, confirming or declining attendance based on the Chief Minister's schedule and priorities.
4. For invitations to international events/engagements for the Chief Minister, the OCOS requests the inclusion of a preliminary draft for the message/statement/speech, and/or key points.

### **III. REQUEST FOR MESSAGES (VIDEO-RECORDED AND PRINT MESSAGE)**

1. All requests for messages (either video-recorded or print message) to the Chief Minister must be received by the OCOS, through the OCM-Records Division **at least two (2) weeks before** the desired date of publication, along with complete contact details of the requesting party for further coordination.

*Note: Kindly attach a duly accomplished Event Profile Summary (Annex A) to your request letter (downloadable at [https://bit.ly/AnnexA\\_EventProfileSummary](https://bit.ly/AnnexA_EventProfileSummary)).*

2. The request should include the purpose, context, and any specific points or topics to be addressed in the message.
3. The OCOS shall review the request and act upon it within 48 hours of receipt. The Office of the Chief of Staff requires a preliminary draft message/statement/speech or key points when requesting for messages.

All requesting parties, offices, and personnel are expected to comply with these guidelines. Failure to adhere to these guidelines may result in disapproval of requests. Be advised that the Chief Minister retains the prerogative to decline, modify the scheduled time, date, and venue of the engagement, and exercise similar discretionary decisions.

For inquiries and other concerns, please contact Mr. Saad V. Sicag at +639178318375 or (064) 552-29-39 and email at [cos@bangsamoro.gov.ph](mailto:cos@bangsamoro.gov.ph).

For immediate and **strict compliance**.

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

  
**ABUNAWAS L. MASLAMAMA**  
Senior Minister 9

OCM-BARMM AMS-RD  
AAA154684



Bangsamoro Autonomous Region in Muslim Mindanao  
Office of the Chief Minister  
OFFICE OF THE SENIOR MINISTER  
**RELEASED**  
Name: ABDUL AZIS LUALI  
Date: 18 DEC 2023 Time: 10:45 AM

Bangsamoro Autonomous Region in Muslim Mindanao  
OFFICE OF THE CHIEF MINISTER  
Records Division - AMS  
**RELEASED**  
BY: Bhai Elham M. Hadji Guialil  
DATE: 18 DEC 2023  
TIME: 11:01 AM

**RECEIVED FOR ROUTING**  
By: Masnah K. Midtimbang  
Date: 18 DEC 2023  
Time: 10:56 AM

<b>EVENT PROFILE SUMMARY</b> <i>Request for Meetings/Appointments, Attendance to Events, or Messages to the BARMM Chief Minister</i>	
<b>Event Title</b>	
<b>Date</b>	
<b>Venue</b>	
<b>Recommended Attire</b>	
<b>Event Background</b>	
<b>Role/s of the Chief Minister</b>	
<b>Proposed Program / Scenario</b>	
<b>Profile of the Organizer/Requesting Party</b>	
<b>Attendees</b>	
<b>Contact Person</b>	

*Note: To access this Event Profile Summary, scan the QR code below. Attach this duly accomplished EPS to your request letter.*

