



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. 356
Series of 2023


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

SUBJECT : TRAINING ON COMPLETED STAFF WORK

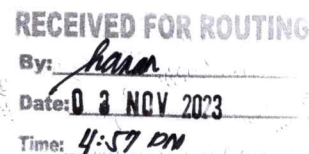
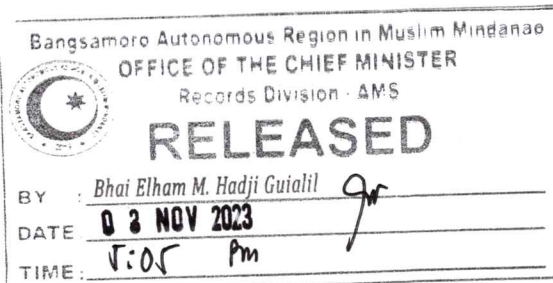
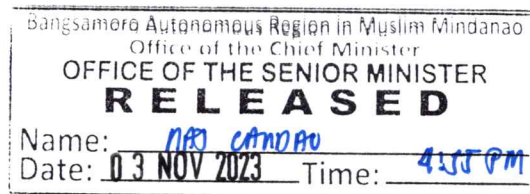
DATE : 19 Rabi Al-Thani 1445 AH | 03 November 2023

1. The Office of the Chief Minister, through its Personnel Development Committee (PDC), will be conducting a "Training on Completed Staff Work" on 8-9 November 2023, from 8:00 am to 5:00 pm at Cocina Isabella Banquet Hall, Cotabato City.
2. Thus, you are hereby enjoined to submit the names of your participants to the PDC secretariat. Participants shall submit accomplished L&D forms to the AMS-HRMD at least three (3) days before the training.
3. Attached is the number of slots allotted to each office, service, division, attached agencies, and special programs.
4. For questions and/or other clarifications, please contact Ms. Halima M. Gua of the AMS-HRMD at mobile no. (0955) 265 6658.

For compliance.


ABDULLAH M. CUSAIN
Assistant Senior Minister
Officer-In-Charge
Office of the Senior Minister

OCM-BARMM-AMS-RD
AAA152506





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TRAINING ON COMPLETE STAFF WORK
 8 – 9 November 2023

NO.	OFFICE	NUMBER OF SLOT/S
1.	Office of the Deputy Chief Minister (Mainland Provinces)	1
2.	Office of the Deputy Chief Minister (Island Provinces)	1
3.	Office of the Senior Minister	2
4.	Office of the Chief of Staff	2
5.	OCM Immediate Staff	1
6.	Office of the Cabinet Secretariat	1
7.	Internal Audit Office	1
8.	Information and Communications Office	1
9.	Legal and Legislative Liaison Office	1
10.	Office for Other Bangsamoro Communities	1
11.	Peace, Security, and Reconciliation Office	1
12.	Technical Management Service – Office of the Director	1
13.	Technical Management Service – Planning and Management Division	1
14.	Technical Management Service – Research and Development	1
15.	Administrative Management Service - Office of the Director	1
16.	Administrative Management Service – Human Resource Management Division	1
17.	Administrative Management Service – Records Division	1
18.	Administrative Management Service – Property and Supply Division	1
19.	Administrative Management Service – General Service Division	1
20.	Finance Management Service - Office of the Director	1
21.	Finance Management Service – Accounting Division	1
22.	Finance Management Service – Budget Division	1
23.	Finance Management Service – Cash Division	1
24.	Intelligence and Security Service	3
25.	Procurement Service	1
26.	The Clinic	1
27.	Bangsamoro Liaison Office in Metro Manila	1
28.	Bangsamoro Library and Archives	1
29.	Bangsamoro Board of Investments	1
30.	Bangsamoro Information Communication Technology Office	1
31.	Bangsamoro Information Office	1
32.	Office for Settler Communities	1
33.	Bangsamoro Darul Ifta'	1



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34.	Tulong Alay sa Bangsamorong Nangangailangan (TABANG)	1
35.	Kapayapaan sa Pamayanan (KAPYANAN)	1
36.	Ayudang Medikal Mula sa Bangsamoro Government (AMBAG)	1
37.	Marawi Rehabilitation Program (MRP)	1
38.	Support to Local Moral Governance (SLMG)	1
39.	Strengthening Access to Livelihood Assistance for Marginalized-Bangsamoro (SALAM)	1
40	Secretariat	5
41.	Resource Persons	2
xxx	Total	50



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TRAINING ON COMPLETE STAFF WORK
 Cosina Isabela, Cotabato City
 8 - 9 November 2023

PROGRAMME

Day 1: 8 November 2023		
Time	Activity	Person-in-Charge
8:00 AM - 8:30 AM	Preliminaries	
	<ul style="list-style-type: none"> • Invocation 	HAMDIZ. ABDULSAMAD <i>Administrative Aide IV</i> AMS-Human Resource Management Division
	<ul style="list-style-type: none"> • Singing of National Anthem and the Bangsamoro Hymn 	VTR
	<ul style="list-style-type: none"> • Welcome Remarks 	WINDEL P. DIANGCALAN <i>Chairperson</i> Personnel Development Committee
	<ul style="list-style-type: none"> • Inspirational Message 	ABUNAWAS L. MASLAMAMA <i>Senior Minister</i>
	<ul style="list-style-type: none"> • Overview of the Program 	LADY HANIFAH R. MINDALANO <i>Chief Administrative Officer</i> AMS-Human Resource Management Division
	<ul style="list-style-type: none"> • Introduction of the Speaker 	Moderator
8:30 AM - 10:30 AM	Session 1	CSC Representative
10:30 AM - 11:00 AM	Snacks	All Participants
10:45 AM - 11:00 AM	Workshop No. 1	All Participants
11:00 AM - 12:00 NN	Continuation of the Session 1	CSC Representative
12:00 NN - 1:00 PM	Lunch Break	All Participants
1:00 PM - 3:00 PM	Continuation of the Session 1	CSC Participants
3:00 PM - 3:15 PM	Snacks	All Participants
3:15 PM - 3:30 PM	Workshop No. 2	All Participants
3:30 PM - 4:55 PM	Continuation of the Session 1	CSC Representative
4:55 PM - 5:00 PM	CLAYGO (Clean as you go)	All Participants



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Day 2: 9 November 2023		
Time	Activity	Person-in-Charge
8:00 AM - 8:30 AM	Preliminaries <ul style="list-style-type: none"> Invocation Recapitulation Introduction of the Speaker 	All Participants Moderator
8:30 AM - 10:30 AM	Session 2	CSC Representative
10:30 AM - 10:45 AM	Snacks	All Participants
10:45 AM - 11:00 AM	Workshop No. 3	All Participants
11:00 AM - 12:00 NN	Continuation of the Session 2	CSC Representative
12:00 NN - 1:00 PM	Lunch Break	All Participants
1:00 PM - 3:00 PM	Continuation of the Session 2	CSC Representative
3:00 PM - 3:15 PM	Snacks	All Participants
3:15 PM - 3:30 PM	Workshop No. 4	All Participants
3:30 PM - 4:45 PM	Continuation of the Session 2	CSC Representative
4:45 PM - 4:50 PM	Closing Remarks	NARCISA D. MACOG <i>Director III, Administrative Management Service</i>
4:50 PM - 4:55 PM	Photo Opportunity	All Participants
4:55 PM - 5:00 PM	CLAYGO (Clean as you go)	All Participants

Moderator
Secretariat