



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. 399
Series of 2023

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

SUBJECT : GUIDELINES AND PROCEDURES FOR THE CONDUCT OF OCM MANAGEMENT COMMITTEE MEETINGS

DATE : 05 Jamada Al-Awwal 1445 AH | 18 December 2023

I. PURPOSE

This memorandum order is hereby issued to prescribe the guidelines and procedures for the conduct of Management Committee (ManCom) meetings. The primary objective of these meetings is to review and address cross-cutting issues and/or concerns while ensuring a responsive, effective, and efficient management framework within the Office of the Chief Minister (OCM).

II. SCOPE AND COVERAGE

- A.** These guidelines and procedures apply to all ManCom meetings of the Office of the Chief Minister. These meetings shall be attended by members of the OCM Management Committee: heads of offices, service directors, division chiefs, and program managers of the Office of the Chief Minister.
- B.** The ManCom meeting shall only cover technical and strategic issues and concerns that need appropriate action and resolution by the Management Committee.
- C.** The coverage of these guidelines and procedures extends to various critical areas of ManCom meetings of the Office of the Chief Minister, including but not limited to the following: Meeting Preparation; Meeting Conduct; Recording; Follow-Up; and Review and Amendments.

III. COMPOSITION AND RESPONSIBILITIES

- A. SENIOR MINISTER** - shall serve as the chairperson and presiding officer during the conduct of ManCom meetings.
- B. HEADS OF EXECUTIVE OFFICES, SERVICE OFFICES (INCLUDING THEIR RESPECTIVE DIVISION OFFICES),** - shall serve as official participants during the ManCom meetings offering recommendations in line with OCM strategic directions in addressing the cross-cutting issues and/or concerns.

**PROGRAM
MANAGEMENT OFFICES,
AND ATTACHED OFFICES**

C. SUB-COMMITTEE

- shall be led by the Chief of Staff and composed of OCM service directors; shall process cross-cutting issues and/or concerns consolidated by the technical secretariat and shall formulate the meeting's agenda.

**D. TECHNICAL
SECRETARIAT (TS)**

- the TS, shall be composed of three (3) employees from the TMS-Planning and Management Division (PMD) to:
 - a. Prepare the activity proposal for the ManCom meeting;
 - b. Draft the memorandum order for the conduct of the ManCom meeting including its program flow;
 - c. Collect and consolidate cross-cutting issues and/or concerns, including actions taken from the previous ManCom meeting, emanating from the OCM offices, services, divisions, special programs, and attached offices;
 - d. Prepare the meeting kit, containing the meeting agenda, presentation materials, and other necessary documents required during the ManCom meeting;
 - e. Transmit the consolidated issues and/or concerns to the Sub-Committee;
 - f. Provide technical support for presentations during the ManCom meeting, and
 - g. Prepare the minutes of the meeting; and
 - h. Submit ManCom Meeting Report to the Head of the Sub-Committee within three (3) calendar days after the conduct of the meeting.

**E. ADMINISTRATIVE AND
LOGISTICS SUPPORT
(ALS)**

- the ALS, shall be composed of three (3) employees from the Administrative Management Service – Office of the Director (AMS-OD) to:
 - a. Ensure that the administrative requirements (such as meals, supplies and materials, transportation arrangement, and venue, as needed) are in order two weeks prior to the conduct of the ManCom meeting;
 - b. Coordinate logistical requirements including hotel accommodation, venue, and transportation arrangements, as may be needed;
 - c. Finalize the list of the confirmed participants of the ManCom Meeting;
 - d. Maintain the attendance list of participants and facilitate meeting registration;

- e. Distribute presentations and other documents needed during the ManCom meeting;
- f. Ensure that the meeting venue is well-prepared, sound systems and other logistical necessities are available and functional; and
- g. Assist ISS-SD in participant verification prior to entrance to the meeting venue.

F. ISS-SECURITY DIVISION (ISS-SD) - ISS-SD personnel will be mobilized during the ManCom Meeting to:

- a. Ensure the security of OCM executives and officers both inside and outside the ManCom meeting venue;
- b. Verify that only official participants gain entry to the ManCom meeting venue; and
- c. If the ManCom Meeting is held outside the Bangsamoro Government Center (BGC), ensure the safe transit and arrival of participants to the designated venue and vice versa.

IV. GENERAL GUIDELINES AND PROCEDURES

A. MEETING PREPARATION

A.1. Advance Notice

- a. A memorandum order shall be issued at least 15 calendar days before the scheduled conduct of the ManCom meeting to provide offices adequate preparation time, enabling the collection and consolidation of necessary information to be discussed during the meeting.

A.2. Submission of Cross-Cutting Issues

- a. Within five (5) calendar days after the issuance of a memorandum order for the conduct of the ManCom meeting, all OCM offices, special programs, and attached offices shall submit to the Technical Secretariat any cross-cutting issues and/or concerns requiring attention by the Top Management.
- b. Issues and/or concerns submitted beyond the stipulated deadline may not be incorporated into the consolidation by the Technical Secretariat, unless deemed necessary by the Sub-Committee.

A.3. Preparation of Presentation

- a. The Technical Secretariat shall prepare a presentation out of the consolidated cross-cutting issues and/or concerns submitted by the OCM offices, special programs, and attached offices, as well as the actions taken by them to address the issues and/or concerns from the previous ManCom meeting. After three (3) calendar days, the presentation shall be endorsed to the Sub-Committee.

A.4. Sub-Committee Meeting

- a. The Sub-Committee shall convene within three (3) calendar days after receiving the presentation from the Technical Secretariat to discuss and formulate the agenda items from the consolidated cross-cutting issues and/or concerns for the ManCom meeting.
- b. The finalized agenda shall be transmitted to the Technical Secretariat for preparation of the final presentation for the ManCom meeting.

A.5. Meeting Agenda

- a. The OCM - ManCom Technical Secretariat shall prepare and distribute the meeting agenda five (5) calendar days before the scheduled meeting date.
- b. ManCom members may submit agenda items to the Chief Minister's Office for inclusion.

A.6. Meeting Documents

- a. Relevant documents and reports pertaining to agenda items should be attached to the meeting agenda.
- b. Members are expected to review all materials in advance to facilitate productive discussions during the conduct of ManCom meetings.

A.7. Venue and Equipment

- a. ManCom meetings may be held in person or virtually, depending on the circumstances.
- b. Adequate equipment, such as audiovisual tools and virtual meeting platforms, will be made available.

B. MEETING CONDUCT

B.1. Parliamentary Procedures:

- a. The OCM shall adhere to parliamentary procedures in the conduct of ManCom meetings to ensure orderly and productive discussions.

B.2. Attendance

- a. ManCom members are expected to attend meetings in person. Virtual participation may be allowed if necessary.
- b. If a committee member cannot attend, the member concerned should inform the ManCom Administrative and Logistics Support (ALS) in advance. Proxy attendance is not permitted.

B.3. Presiding Officer:

- a. The Senior Minister shall preside over the ManCom meetings and shall process the cross-cutting issues and/or concerns. OCM executives shall provide additional inputs to support the Senior Minister in formulating action points, through a resolution or memorandum order, whenever necessary.
- b. In the absence of the Senior Minister, the Assistant Senior Minister shall automatically act as the presiding officer.

B.4. Quorum

- a. A quorum shall be present to conduct official business. A quorum is achieved when one-half of the membership plus one additional member are in attendance.
- b. If a quorum is not reached, the meeting may be rescheduled or held informally without official decisions.

B.5. Meeting Duration

- a. ManCom Meetings should be conducted efficiently. The Chairperson should manage the agenda to ensure the meeting stays within the allocated time frame.

B.6. Agenda Items

- a. Each agenda item should be discussed systematically.
- b. ManCom members may provide input and engage in open discussions.
- c. The Chairperson shall ensure that the objectives of each agenda item are met.

B.7. Decision-Making

- a. Decisions shall be made by consensus whenever possible. In cases of disagreement, a vote may be taken, and a majority decision will prevail.

B.8. Action Items

- a. Clear action items and responsibilities should be assigned for each agenda item.
- b. Action items, deadlines, and responsible parties shall be documented and distributed to committee members.

B.9. Minutes of the Meeting

- a. The Technical Secretariat shall be responsible in documenting the entire proceedings of the meeting. A designated secretary shall record minutes of the meeting, capturing key points, decisions, and action items.
- b. The minutes of the meeting shall be transmitted to the Sub-Committee within 10 calendar days after the completion of the ManCom Meeting.

C. POST-MEETING

D.1. Action Plan

- a. ManCom members shall be accountable for executing their assigned action items.
- b. The Monitoring and Evaluation Section of the TMS-Planning and Management Division shall periodically monitor and track the progress of the agreed action points from the meeting. A monthly Monitoring Report, detailing status and progress, shall be submitted to the TMS Director every month following the ManCom meeting.

V. SCHEDULE AND PARTICIPANTS

- A. The schedule of the conduct of the Management Committee meetings is as follows:

PERIOD	SCHEDULE
First quarter	within the last week of March
Second quarter	within the last week of June
Third quarter	within the last week of September
Fourth quarter	within the first week of January of the succeeding fiscal year

- B. Participants in the ManCom meetings shall strictly include heads of offices, service directors, division chiefs, program managers, and heads of attached offices.
- C. If the head of office is unable to attend physically, virtual attendance is mandatory without the option for proxy representation.
- D. Participants failing to attend either physically or virtually shall be marked absent, and a list of these absences shall be included in the minutes of the meeting.

VI. REVIEW AND AMENDMENTS

These Guidelines and Procedures for ManCom Meetings shall be reviewed periodically to ensure their effectiveness. Amendments may be proposed and approved in a ManCom meeting, if necessary.

VII. EFFECTIVITY

This Memorandum Order is effective immediately and shall remain in effect unless amended or rescinded by the undersigned or other higher authority.

For questions and/or clarifications regarding the guidelines and procedures outlined in this memorandum, please contact the Technical Secretariat at 442-5463 or email at tms@bangsamoro.gov.ph/ tmsplanning@bangsamoro.gov.ph.

For guidance and **strict compliance**.



ABDULLAH M. CUSAIN
Assistant Senior Minister
Officer-In-Charge

OCM-BARMM AMS-RD
AAA154886



Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
Records Division - AMS

RELEASED

BY: *Scamora*
DATE: **19 DEC 2023**
TIME: **1:21 PM**

Bangsamoro Autonomous Region in Muslim Mindanao
Office of the Chief Minister
OFFICE OF THE SENIOR MINISTER

RELEASED

Name: **ABDUL AZIS LU ALI**
Date: **19 DEC 2023** Time: **1:10 PM**

RECEIVED FOR ROUTING
By: **Masnah K. Midtimbang**
Date: **19 DEC 2023**
Time: **1:15 PM**