



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

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**MEMORANDUM**

Order No. 00 *20*  
Series of 2024

**TO :** AMBaG, PROJECT TABANG, SLMG, MRP, KAPYANAN, PROJECT SALAM, BIO, BDI, BBOI, BICTO, OSC  
Office of the Chief Minister  
Bangsamoro Autonomous Region in Muslim Mindanao

**ATTN :** PLANNING OFFICERS AND BUDGET OFFICERS

**SUBJECT :** PLANNING AND BUDGET OFFICERS MEETING FOR THE 1<sup>ST</sup> QUARTER OF FY 2024

**DATE :** 21 Jumada Al-Thani 1445 AH | 04 January 2024


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1. The Technical Management Service-Planning and Management Division (TMS-PMD), in collaboration with the Finance Management Service (FMS)-Budget Division, will conduct the **"1st Quarter Meeting of the Office of the Chief Minister (OCM)'s Planning and Budget Officers"** on 10 January 2024 from 8:00 a.m. to 5:00 p.m. in Cotabato City (*Venue to be announced*).
2. The objective of the meeting is to finalize the "Work and Financial Plan (WFP) and prepare the Budget Execution Documents (BED) No. 1 and No. 2" covering FY 2024. Hence, all special programs and concerned attached offices are **directed to send two (2) participants**, preferably the designated Planning Officer and Budget Officer.
3. The following agenda shall be discussed:
  - a. Budget Execution Documents (BED) No. 1 and No. 2 covering the FY 2024;
  - b. Finalization of Work and Financial Plan (WFP) and its corresponding Justification for FY 2024;
  - c. Issues and Concerns;
  - d. Other Matters
4. Attached is the program for reference.

5. For questions and/or other clarifications, please coordinate with Ms. Janine Aisa T. Kasan at mobile no. 09567653273 or email at [tmsplanning@bangsamoro.gov.ph](mailto:tmsplanning@bangsamoro.gov.ph).

For compliance.

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

  
**ABDULLAH M. CUSAIN**  
Assistant Senior Minister  
Office-in-Charge

OCM-BARMM AMS-RD  
AAA155343



Bangsamoro Autonomous Region in Muslim Mindanao  
Office of the Chief Minister  
OFFICE OF THE SENIOR MINISTER  
**RELEASED**  
Name: ABDUL AZIS LU ALI  
Date: 08 JAN 2024 Time: 9:40 AM

Bangsamoro Autonomous Region in Muslim Mindanao  
OFFICE OF THE CHIEF MINISTER  
Records Division - AMS  
**RELEASED**  
BY: Bhai Elham M. Hadji Guialil  
DATE: 08 JAN 2024  
TIME: 10:04 AM

**RECEIVED FOR ROUTE**  
By: Janina  
Date: 08 JAN 2024  
Time: 9:55 AM



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

**1<sup>st</sup> Quarter Meeting for FY 2024 of OCM Planning Officers and Budget Officers**

On January 10, 2024 from 8:00AM to 5:00PM in Cotabato City

**Program of Activities**

| <b>Time</b>         | <b>Activities</b>  | <b>Person Responsible</b>   |
|---------------------|--|---|
| 8:00 AM – 8:30 AM   | Registration   | <b>Secretariat</b>  |
| 8:30 AM – 8:40 AM   | Roll Call  | <b>TASNEEM U. DONIA</b><br><i>Planning Officer II, TMS-PMD</i>                              |
| 8:40 AM – 8:50 AM   | Opening Prayer   | <b>MOHAMMAD ARSHAD ALI</b><br><i>Project Evaluation Officer I,<br/>TMS-PMD</i>              |
|                     | Philippine National Anthem   | <b>All Participants</b>   |
|                     | Bangsamoro Hymn  | <b>All Participants</b>   |
| 8:50 AM – 9:00 AM   | Opening Remarks  | <b>LO IVAN R. CASTILLON</b><br><i>Chief/Planning Officer V,<br/>TMS-PMD</i>                 |
| 9:00 AM – 9:40 AM   | Key Points on Memo Order No. 0117 s. 2023 re: Guidelines on OCM Plan and Budget Preparation for F.Y 2024                                     | <b>SIETTIE AMINA M. ABDULAZIS</b><br><i>Chief/Budget Officer V,<br/>FMS-Budget Division</i> |
| 9:40 AM – 10:20 AM  | Key Points on Memo Order No. 0655 series of 2022 re: Revised Guidelines on the Preparation and Finalization of Work and Financial Plan (WFP) | <b>NORHODA A. MANDUYOG</b><br><i>Statistician II, TMS-PMD</i>                               |
| 10:20 AM – 10:35 AM | Break Time   | <b>All Participants</b>   |
| 10:35 AM – 11:15 AM | Presentation on Preparation and Status of Budget Accountability Report (BAR-1) Submission  | <b>WALEED M. EBRAHIM</b><br><i>Project Evaluation Officer II,<br/>TMD-PMD</i>               |

|                     |   |   |
|---------------------|---|---|
| 11:15 AM – 12:00 NN | Open Forum  | <b>All Participants</b>   |
| 12:00 NN – 1:00 PM  | Lunch Break   | <b>All Participants</b>   |
| 1:00 PM – 1:15 PM   | Icebreaker Activity   | <b>Secretariat</b>  |
| 1:15 PM – 2:15 PM   | Finalization of Budget Execution Document (BED) No. 1 and No. 2     | <b>All Participants</b>   |
| 2:15 PM – 3:15 PM   | Finalization of Work and Financial Plan (WFP) and its Justification | <b>All Participants</b>   |
| 3:15 PM – 3:45 PM   | Prayer Break  | <b>All Participants</b>   |
| 3:45 PM – 3:55 PM   | Icebreaker Activity   | <b>Secretariat</b>  |
| 3:55 PM – 4:45 PM   | Issues and Concerns/<br>Other Matters                               | <b>All Participants</b>   |
| 4:45 PM – 4:55 PM   | Closing Remarks   | <b>ENGR. MOHAMMAD NUR A. ABDULMAGUID</b><br><i>Planning Officer IV, TMS-PMD</i> |
| 4:55 PM – 5:00 PM   | Closing Dua/Prayer  | <b>MOHAMMAD ARSHAD ALI</b><br><i>Project Evaluation Officer I, TMS-PMD</i>      |

Master of Ceremonies

**TASNEEM U. DONIA**  
*Planning Officer II*