



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. **034** *98*
Series of 2024

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

SUBJECT : DESIGNATION OF PLANNING OFFICER FOR F.Y. 2024

DATE : 07 Rajab 1445 AH | 19 January 2024

1. Section X, Memorandum Order No. 0655, s. 2022, with the subject "Revised Guidelines on the Preparation and Finalization of Work and Financial Plan (WFP)," directed all heads of offices, and divisions to issue an Office Order designating a Planning Officer to ensure compliance with its provisions.
2. Memorandum Order No. 0016, s. 2023 with the subject "Guidelines on the Submission of Activity Proposal" as amended by Memorandum Order No. 000, s. 2023 provides "*No activity proposal shall be implemented without an approved activity proposal and no activity proposal shall be processed without an approved WFP*" to ensure offices' operations are aligned and consistent with the approved WFP for the current F.Y. In addition, it stipulates that "*Post Activity Report must be accomplished within ten (10) working days after the conduct or implementation of the activity.*"
3. In line with the foregoing, you are directed to submit an updated Office Order of "**Designated Planning Officer for F.Y. 2024**" copy furnished to the TMS-PMD on or before **31 January 2024**.
4. The following details must be specified in the Officer Order, to wit:
 - a. Name of the designated Planning Officer
 - b. Position
 - c. Contact Number
 - d. Duties and Responsibilities, such as but not limited to:
 - i. Preparation of Work and Financial Plan (WFP) and its Justification;
 - ii. Accomplishment of appropriate BBP Forms;

- iii. Attendance at the quarterly meeting of Planning Officers under OCM;
- iv. Participation in activities requiring Planning Officers;
- v. Coordination with TMS-PMD and FMS-Budget Division; and
- vi. Acts as focal for both Activity Proposal and Post Activity Report (PAR). Supervises monitoring Activity Proposal and ensures timely submission of Post Activity Report.

5. For questions and/or clarifications, please contact the TMS-PMD at landline no. (064) 442-5463 or email at tmsplanning@bangsamoro.gov.ph.

For guidance and **compliance**.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABUNAWAS L. MASLAMAMA
 Senior Minister ϕ



Bangsamoro Autonomous Region in Muslim Mindanao
 Office of the Chief Minister
OFFICE OF THE SENIOR MINISTER
RELEASED
 Name: ABDUL AZIS LU ALI
 Date: 24 JAN 2024 Time: Masnah

Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
 Records Division - AMS
RELEASED
 BY: Ramon
 DATE: 24 JAN 2024
 TIME: 11:00 AM

RECEIVED FOR ROUTING
 By: Masnah K. Midtimbang
 Date: 24 JAN 2024
 Time: 10:59 AM