



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. 036*
Series of 2024

TO : ALL MINISTRIES, OFFICES, AND AGENCIES
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : CALL FOR EXPERTS FOR "FORUM 1: KNOWLEDGE EXCHANGE FORUM ON LEADERSHIP DEVELOPMENT PROGRAMS" OF THE DEVELOPMENT ACADEMY OF THE BANGSAMORO

DATE : 01 Ramadan 1445 AH | 11 March 2024

1. Pursuant to Section 47 (C), Chapter III of the Bangsamoro Autonomy Act No. 13, otherwise known as the *Bangsamoro Administrative Code*,¹ the Center of Knowledge Management Division under the Development Academy of the Bangsamoro (DAB) will conduct "**Forum 1: Knowledge Exchange Forum on Leadership Development Programs**" on **22-26 April 2024** in **General Santos City**.
2. One of the requirements for the aforementioned activity is the selection of an external "**Pool of Experts**" among the BARMM ministries, offices, and agencies.
3. Pursuant thereto, all ministries, offices, and agencies are **enjoined to encourage qualified experts and specialists** (see attached Guidelines and Application Process) from their offices to join DAB's external pool of experts, to wit:
 - a. SDC Training;
 - b. Strategic Planning and Goal Setting;
 - c. Leadership Coaching;
 - d. Strategic Leadership;
 - e. Public Speaking;
 - f. Conflict Resolution and Negotiation; and
 - g. Organizational Culture Development.
4. Please submit the application form through email or in person on or before **22 March 2024**:
 - Email your completed application form to sahoodesmael31@gmail.com with the subject line: **[Your Full Name]-Pool of Experts Application**; or

- Submit your application in person at the DAB office: Development Academy of the Bangsamoro 2F, Japan-ARMM Friendship Hall, Bangsamoro Government Center, Rosary Heights 7, Cotabato City, 9600 on or before.

5. For questions and/or other clarifications, please contact the Development Academy of the Bangsamoro through Mr. Sahood I. Esmael at 09552857552.

For **information** and **compliance**.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABUNAWAS L. MASLAMAMA
Senior Minister φ

OCM-BARMM AMS-RD
AAA158280



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¹Section 47 (C), Chapter III of the Bangsamoro Autonomy Act No. 13, otherwise known as the *Bangsamoro Administrative Code* provides that the Development of the Bangsamoro (DAB) shall conduct development-oriented research projects and policy studies that promote institutional productivity and address issues affecting government service delivery.



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GUIDELINES FOR THE DAB'S POOL OF EXPERTS: CALL FOR APPLICANTS

Objective:

The call for applicants aims to attract qualified experts and specialists to join the Development Academy of the Bangsamoro (DAB)'s external pool of experts, enabling them to contribute their expertise to the institutional development needs of ministries, offices, and agencies within the Bangsamoro Government.

Eligibility Criteria:

1. Applicants must possess relevant qualifications, expertise, and experience in fields that align with the institutional development needs of Bangsamoro government agencies.
2. Applicants should have a proven track record of successful projects, initiatives, or contributions in their respective areas of expertise.
3. Individuals with expertise in areas specific to the Bangsamoro region and its unique challenges and opportunities will be given priority.
4. Applicants must be willing to commit to the principles of ethical conduct, professionalism, moral governance, and confidentiality.
5. Qualification Standards (QS):

The CKM is looking for **experts who have experience in delivering trainings, conducting research methodologies, policy formulation, and curriculum development on LDPs and its equivalent.**

6. Related **Field of Expertise**:

- SDC Training
- Strategic Planning and Goal Setting
- Leadership Coaching
- Strategic Leadership
- Public Speaking
- Conflict Resolution and Negotiation
- Organizational Culture Development

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Application Process:

1. Announcement:

The call for applicants shall be announced through various communication channels, such as official websites, social media platforms, local publications, and professional networks. The announcement should include details on how to apply and the submission deadline.

2. Application Requirements:

Applicants should provide the following documents:

- Application form - Applicants must complete the provided application form, providing personal information, contact details, and areas of expertise.
- Curriculum vitae (CV) or resume - A comprehensive CV or resume should be included, highlighting relevant qualifications, experience, and accomplishments.
- Statement of interest - Applicants should provide a brief statement explaining their motivation to join the pool of experts and contribute to the institutional development of Bangsamoro government agencies.
- Supporting documents - Applicants may include a portfolio which include certificates, publications, or other supporting documents showcasing their past projects, initiatives, or relevant work.
- References - Professional references or recommendations from individuals familiar with the applicant's work may be requested.

3. Application Review:

3.1. Evaluation Committee - A designated committee coming from different centers of the academy, appointed by the executive director, shall oversee the application review process.

3.2. Eligibility Screening - The committee will conduct an initial screening to ensure applicants meet the eligibility criteria outlined in the call for applicants.

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3.3. Evaluation Criteria - The committee will evaluate each application based on criteria such as qualifications, experience, expertise, alignment with institutional development needs, and the potential contribution to the Bangsamoro Government's objectives.

3.4. Shortlisting - Based on the evaluation, a shortlist of applicants will be created for further consideration.

4. Selection Process:

4.1. Interviews or Assessments - Shortlisted applicants may be invited for interviews, presentations, or additional assessments to further evaluate their suitability and expertise.

4.2. Final Selection - The committee will make the final selection of experts based on a fair and transparent evaluation process. The selection will be based on the applicants' qualifications, experience, expertise, and alignment with the institutional development needs of the agencies.

4.3. Notification - Applicants who are selected to join the academy's pool of experts will be notified officially by the academy through Center of Knowledge Management (CKM).

5. Inclusion in the Pool of Experts:

5.1. Information Collection - The CKM will collect the necessary information from the selected experts, including contact details, areas of expertise, availability, and any specific terms or conditions for engagement.

5.2. Database Inclusion - The selected experts will be added to the CKM's expert database and considered available for agencies to engage when their expertise matches the specific institutional development needs.

6. Ongoing Call for Applicants - To ensure the pool remains dynamic and up to date, the call for applicants should be periodically announced to allow for new experts and specialists to join and replace those who may no longer be available or meet the evolving needs of the agencies.



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APPLICATION PROCESS:

Interested applicants may follow the steps outlined below:

1. Download Application Form:

- Download application form at <https://tinyurl.com/DABPoolOfExperts>

2. Fill out the Application Form:

- Complete all required fields on the application form.
- Ensure that you provide accurate and detailed information regarding your qualifications and expertise.

3. Submit your Application Form:

- Email your completed application form to sahoodesmael31@gmail.com
Please use the subject line: [Your Full Name] – Pool of Experts Application

Or

- Submit your application in person at the DAB office:
*Development Academy of the Bangsamoro
2F, Japan-ARMM Friendship Hall, Bangsamoro Government Center,
Rosary Heights 7, Cotabato City, 9600.*

Important Notes:

- The application deadline is on **March 22, 2024**.
- Incomplete or late applications will not be considered.
- For inquiries, please contact **SAHOOD I. ESMAEL** at **0955-2857-552**.