



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. 105

Series of 2024

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

**SUBJECT :** SUBMISSION OF OFFICE ORGANIZATIONAL STRUCTURE AND DUTIES AND FUNCTIONS OF ALL PERSONNEL

**DATE :** 04 Ramadan 1445 AH | 14 March 2024

1. In line with OCM-BARMM 2025 Technical Budget Review and Assessment (TBRA), and Technical Budget Hearing (TBH), and to efficiently justify the number of personnel within the OCM-BARMM, current or with additional Plantilla, or Contract of Service Personnel (COSP), all offices, services, divisions, special programs, and attached offices are directed to submit the following documents:
  - a. Current Organizational Structure
  - b. Detailed duties and function of each position/personnel, including COSP
  - c. Proposed Organizational Structure, and detailed duties and function of each proposed additional position/personnel, including COSP, if any
  - d. BBP Forms
    - i. 300-a1
    - ii. 300-a2
    - iii. 300-a3
2. For clarity in the Office Organizational Structure, the nature of employment for each position (e.g. Permanent, Coterminous, Casual, Contractual, and Contract of Service) shall be noted using color coding and a corresponding legend<sup>1</sup>. The names of the incumbents shall also be indicated, otherwise, the position box shall be blank to denote that it is unfilled or vacant.
3. All offices, services, divisions, special programs, and attached offices are also instructed to submit their respective Learning and Development (L&D) Proposals for thorough review.

<sup>1</sup> Pink for Permanent; Orange for Coterminous; Light Blue for Casual; Light Green for Contractual; Yellow for COSP

4. The deadline for submission shall be on **19 March 2024, 12:00 noon**. Complete soft copies of the documents shall be e-mailed to [hrmd@bangsamoro.gov.ph](mailto:hrmd@bangsamoro.gov.ph) in **Microsoft Word or Excel format**, while the hard copies shall be routed to the AMS-Human Resource Management Division through the AMS-Records Division.
5. For questions and/or other clarifications, please contact the AMS-HRMD through their landline no. **(064) 421 9968**.

For strict compliance.

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

  
**ABUNAWAS L. MASLAMAMA**  
Senior Minister ☞

OCM-BARMM AMS-RD  
AAA158489



Bangsamoro Autonomous Region in Muslim Mindanao  
Office of the Chief Minister  
OFFICE OF THE SENIOR MINISTER  
**RELEASED**  
Name: ABDUL AZIS LU ALI  
Date: 15 MAR 2024 Time: 3:20 PM

Bangsamoro Autonomous Region in Muslim Mindanao  
OFFICE OF THE CHIEF MINISTER  
Records Division - AMS  
**RELEASED**  
BY: Hanan EG  
DATE: 15 MAR 2024  
TIME: 3:05 PM

**RECEIVED FOR ROUTING**  
By: Masnah K. Midtimbang  
Date: 15 MAR 2024  
Time: 3:33 PM