



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 044  
Series of 2024

FOR : **ALL CONCERNED MINISTRIES, AGENCIES, AND OFFICES**  
*Bangsamoro Autonomous Region in Muslim Mindanao*


SUBJECT : **APPLICATION FOR BANGSAMORO GOVMAIL**

DATE : **22 Ramadhan 1445 AH | 02 April 2024**

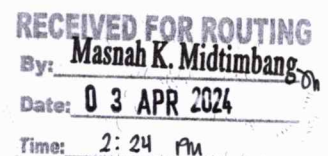
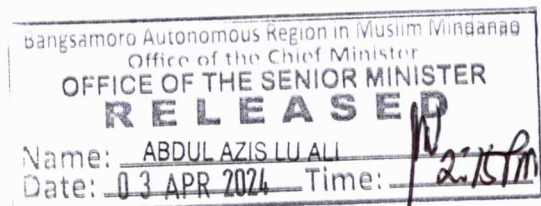
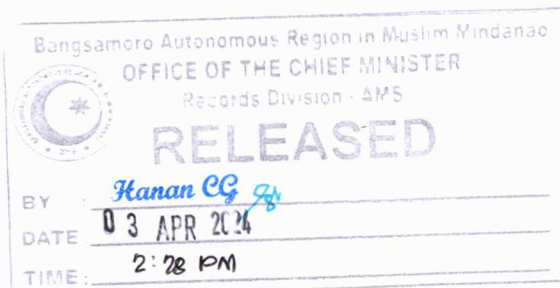
1. With the importance of official email address in fostering effective communication and collaboration, the Bangsamoro Information and Communications Technology Office (BICTO) will now be formally accepting applications for **Bangsamoro GovMail** from qualified Bangsamoro Government officials.
2. With this, all qualified Bangsamoro Government officials are hereby enjoined to apply for a Bangsamoro GovMail. The application form is herewith attached to be filled out and submitted to BICTO. Additionally, the list of instructions for the application is attached for guidance.
3. Application period shall run until **May 15, 2024**.
4. For queries, contact Mr. Abdulbasir B. Endong at 0915-783-7600 or email at [bicto@bangsamoro.gov.ph](mailto:bicto@bangsamoro.gov.ph).

For information and guidance.

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

  
**ABDULLAH M. CUSAIN**  
Assistant Senior Minister  
Officer in Charge

OCM-BARMM AMS-RD  
AAA159355







## INSTRUCTIONS IN FILLING OUT GOVMAIL APPLICATION FORM

1. All fields in the forms must be filled out. If not applicable, write N/A.
2. Entries in the forms may be filled out by typing or by handwriting. If handwritten, please write legibly.
3. Indicate the **COMPLETE** name of your organization. **DO NOT ABBREVIATE** (e.g., *Bangsamoro Information and Communications Technology Office*).
4. Indicate the complete address of your agency (e.g., *Bangsamoro Government Center,*
5. *Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600*).
6. Indicate the names, position, and email address of the propose list of names of the agency to be granted by the BICTO-BARMM. The qualified government officials for the @bangsamoro.gov.ph email address as follows.
  - a. Deputy Chief Minister
  - b. Minister
  - c. Deputy Minister
  - d. Council of Leaders
  - e. Commissioners
  - f. Executive Directors
  - g. Deputy Executive Director
  - h. Project Manager/ Officer (for the Special Projects of the Bangsamoro Government)  
Note: (1) *One Government email only per officials.*
7. There should be at least two (2) technical contact person and should be an employee of your agency. Technical contact from a third party is **NOT** allowed. Each technical contact person should have different phone numbers and email addresses.
8. Tick the box "I hereby certify that the information provided above is true and correct."
9. The Agency Head, Chief Information Officer, or MIS Head must affix his/her signature over printed name and indicate the date when the form was signed.
10. Submit the scanned copy with dry seal or stamp seal (in PDF format) together with the letter of request to [isdms@bicto.bangsamoro.gov.ph](mailto:isdms@bicto.bangsamoro.gov.ph).