



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. 119
Series of 2024

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

ATTENTION: FOCAL PERSONS/LIAISON PERSONNEL

SUBJECT : STANDARDIZED DOCUMENTARY CHECKLIST (SDC) ORIENTATION

DATE : April 1, 2024

As part of our ongoing efforts to streamline processes and ensure efficiency within the various offices under the Office of the Chief Minister, the Finance Management Service (FMS) will be conducting an orientation session on the Standardized Documentary Checklist (SDC) on April 16-17, 2024, from 8:00 am to 4:00 pm at Shariff Kabunsuan Cultural Complex, Bangsamoro Government Center.

This orientation aims to familiarize all focal persons or liaison personnel of the different offices of the SDC forms to be used for document submissions and processing. By adhering to this checklist, we aim to maintain consistency, accuracy, and compliance with regulatory requirements across all departments.

Your presence at this orientation is crucial to ensure effective implementation of the standard procedures within your respective offices. Your active participation will contribute significantly to the success of this initiative.

Service Directors, Program Managers and Heads of Agencies are advised to send two (2) personnel who are in charge of Disbursement Voucher processing of their respective offices. Please see attached document for reference. Kindly send the names of attendees through email at accounting@bangsamoro.gov.ph on or before April 12, 2024.

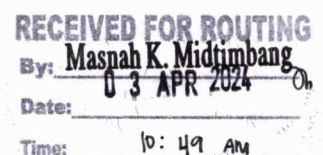
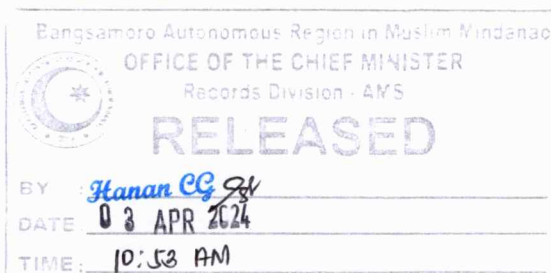
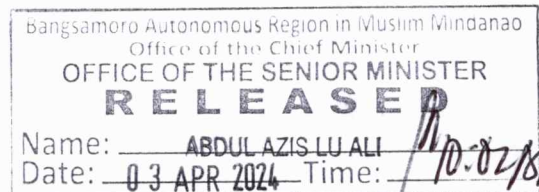
For clarification and other related concerns, please contact Ms. Hadriza Omar of FMS-Accounting Division at landline number 552-0625.

For information and compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM:

ABDULLAH M. CUSAIN
Assistant Senior Minister
Officer-In-Charge
Office of the Senior Minister

OCM-BARMM AMS-RD
AAA159335



No. of Representatives per Office (in alphabetical order):

Office	Sub-Office	Face-to-face	Zoom (mostly outside Cotabato)
AMS-DO		2	
BLOMM		2	
Blue Mosque		2	
Cabsec		2	
Clinic		2	
GSD		2	
HRMD		2	
IAO		2	
ICO		2	
IGR		2	
ISS		2	
Library		2	
LLLO		2	
OCOS		2	
OCM		2	
ODCM		2	
ODCM-Island		2	
OSM		2	
Procurement		2	
Records		2	
Supply		2	
TMS		2	
AMBAG		2	
BBOI		2	
BDI		2	
BICTO		2	
BIO		2	
KAPYANAN			
	PMO	2	
K	Maguindanao		2
A	Lanao		2
P	SGA		2
Y	Cotabato City	2	
A	Basilan		2
N	Sulu		2
A	Tawi-tawi		2
N			
MRP		2	2
OIBC		2	
OSC		2	
PSRO		2	
SALAM		2	
SLMG		2	
TABANG		2	
WALI		2	
Total		74	14