



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. 178 *gnw*
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 : AMENDMENT TO THE "GUIDELINES ON THE SUBMISSION OF ACTIVITY PROPOSAL"

DATE : 02 Dhu'l-Qi'dah 1445 AH | 10 May 2024

1. OCM Memorandum Order No. 0016, Series 2023 as amended by OCM Memorandum Order No. 0040, Series of 2023 provides the "Guidelines on the Submission of Activity Proposals" of OCM offices, services, divisions, and special programs.
2. Item VII of OCM Memorandum Order No. 0016, Series of 2023, is hereby amended as follows:

VII. ROUTING PROCEDURE.

In line with the Office of the Chief Minister's efforts to embrace digitalization as a mechanism of the Republic Act (R.A.) No. 11032, otherwise known as "*An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for The Purpose Republic Act No. 9485, Otherwise Known As The Anti-Red Tape Act Of 2007, And For Other Purposes,*" paperless workflow for the initial review of activity proposals will be utilized.


To expedite the process of transmitting the activity proposal, a document tracker will be used in lieu of the regular transmittal and endorsements used in the Office of the Chief Minister. The tracker will serve as a guide in tracing the time and motion of the activity proposal as each step will be recorded therein with details including date, time, accountable persons, and required action/remarks.

- a. **For Non-L&D Activity**, the proponent shall submit a soft copy to TMS-PMD for initial review at ocmactivityproposal@gmail.com and copy furnish

FMS-Budget Division for their simultaneous review of the activity budgetary requirements.

- b. After necessary revision/s, the proponent office will be informed to print the activity proposal. All revisions that required actions and remarks shall be reflected in the document tracker.
 - c. The activity proposal shall be received by the offices or divisions concerned for all stages of its processing.
 - d. Each office/division with a signatory involved may opt to photocopy the document tracker that will serve as a file copy when the document is routed to the succeeding office.
 - e. The activity proposal shall be forwarded to the Records Division from the Office of the Senior Minister once the proposal is approved.
 - f. The Records Division shall forward the approved activity proposal to the proponent, office/division.
 - g. Attached as Annex B of these guidelines is the document tracker form and a sample filled out form for reference.”
3. The amended provision, item VII (a), shall apply to **only non-learning and development activity proposals**. All other provisions of Memorandum Order No. 0016, Series of 2023 shall remain in force and effective.
 4. For questions and/or other clarification, please contact Mr. Monso Z. Bdo of TMS- Planning and Management Division at **09651674670/09751593418**.

For guidance and compliance.


ABDULLAH M. CUSAIN
Assistant Senior Minister
Officer-In-Charge
Office of the Senior Minister
By Virtue of Memorandum
Order No. 0160, Series of 2024

OCM-BARMM/AMS-RD
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Bangsamoro Autonomous Region in Muslim Mindanao Office of the Chief Minister	
OFFICE OF THE SENIOR MINISTER	
RELEASED	
Name: <u>ABDUL AZIS LUALI</u>	Time: <u>2:15 PM</u>
Date: <u>17 MAY 2024</u>	
Bangsamoro Autonomous Region in Muslim Mindanao Office of the Chief Minister	
Records Division - AMS	
RELEASED	
BY: <u>Bhai Elham M. Hadji Guialil</u>	
DATE: <u>17 MAY 2024</u>	
TIME: <u>2:25 pm</u>	

RECEIVED FOR ROUTING
By: Norodin Daniel B. Lu
Date: 17 MAY 2024
Time: 2:20 pm