



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. 3250
 Series of 2024

TO : ALL OFFICES, SERVICES, AND DIVISIONS, ATTACHED OFFICES (BBOI, BDI, BICTO, BIO, OSC, OOBC) AND SPECIAL PROGRAMS
 Office of the Chief Minister
 Bangsamoro Autonomous Region in Muslim Mindanao

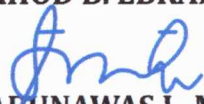
SUBJECT : SKELETON AND WORK-FROM-HOME (WFH) ARRANGEMENTS IN THE OCM AND ITS ATTACHED AGENCIES AND SPECIAL PROGRAMS DURING THE FILING OF CERTIFICATES OF CANDIDACY FOR THE MAY 2025 ELECTIONS (01-08 OCTOBER 2024)

DATE : 24 Rabi-ul-Awwal 1446 AH | 27 September 2024

1. Due to enhanced security measures implemented at the Bangsamoro Government Center (BGC) during the Filing of Certificates of Candidacy (COC) for the May 2025 Elections at the SKCC and the COMELEC Office from 01 to 08 October 2024, the Office of the Chief Minister (OCM), along with its attached offices and special programs, shall maintain operational capacity while adopting alternative work arrangements.
2. A **SKELETON WORKFORCE** is permitted to report on-site, with the **remaining employees working from home (WFH)**. However, employees and officials responsible for frontline services and essential operations are required to physically report to their offices to ensure uninterrupted service delivery. Heads of respective offices shall manage on-site capacity and implement necessary work and transport arrangements to maintain essential functions while minimizing unnecessary on-site presence during this period of heightened security.
3. Employees under WFH arrangement shall make themselves available during work hours and are expected to respond promptly to calls, emails, or text messages.
4. Heads of units/offices shall issue an office order outlining the indicative schedule for the period covered, to be furnished to the undersigned and your respective HRMDs not later than 1:00 p.m. on 30 September 2024. Each unit/office is also expected to monitor attendance for timekeeping purposes.
5. Employees and officials physically reporting for work are reminded to wear their office IDs at all times, and subject yourselves to security check upon entrance to the BGC.

For your information and strict compliance.

By the Authority of the Chief Minister
AHOD B. EBRAHIM


ABUNAWAS L. MASLAMAMA
 Senior Minister

OCM-BARNIM/AMS-RD
 AAA168369



RECEIVED FOR ROUTING

By: **Masnah K. Midtimbang** Page 1 of 1
 Date: **27 SEP 2024**
 Time: **4:59 PM**

Bangsamoro Autonomous Region in Muslim Mindanao
 Office of the Chief Minister
OFFICE OF THE SENIOR MINISTER
RELEASED
 Name: **ABDUL AZIS LU ALI**
 Date: **27 SEP 2024** Time: **4:59 PM**

Bangsamoro Autonomous Region in Muslim Mindanao
 Office of the Chief Minister
 Records Division - AMS
RELEASED
 BY: **BHAI ELHAM**
 DATE: **27 SEP 2024**
 TIME: **5:00 PM**