



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. 318 /
Series of 2024

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

SUBJECT : **TRAINING ON POLICY RESEARCH AND DRAFTING**

DATE : **13 Rabi-ul-Awwal | 16 September 2024**

1. The Office of the Chief Minister-BARMM through the Personnel Development Committee (PDC) and AMS-Human Resource Management Division, will be conducting **“Training on Policy Research and Drafting”** on **10-11 October 2024, 8:00 a.m. to 5:00 p.m.** at **El Comedor Grill and Fastfood Resto, Sinsuat Avenue, Cotabato City.**
2. Anent this, you are enjoined to submit the list of your participants, preferably Division Chiefs or equivalent, and/or one (1) technical writer.
3. All participants must register through the participant profiling form and submit their accomplished Learning and Development (L&D) Request Forms to the AMS-HRMD at least three (3) days before the conduct of the training. You may access the necessary forms through the provided links below or scan the QR codes.

<https://tinyurl.com/PARTICIPANT-PROFILING-FORM>



<https://tinyurl.com/New-L-and-D-Request-Form>



4. Attached are the program details and list of allotted slots for each office/service/division.
5. For questions and/or clarifications, please contact **Ms. Jehanna S. Abdul** of the AMS-HRMD, at **(064) 421-9968.**

For compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM:

Bangsamoro Autonomous Region in Muslim Mindanao
Office of the Chief Minister
OFFICE OF THE SENIOR MINISTER
RELEASED
Name: ABDUL AZIS LU ALI
Date: 23 SEP 2024 Time: 11:10 AM


ABUNAWAS L. MASLAMAMA
Senior Minister

OCM-BARMM AMS-RD
AAA167985



Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
Records Division - AMS
RELEASED
BY: M. Deholgado
DATE: 23 SEP 2024
TIME: 11:15 AM

RECEIVED FOR ROUTING
By: Masnah K. Midtimbang
Date: 23 SEP 2024
Time: 11:13 Am

NO.	OFFICES/SERVICES/DIVISIONS	SLOT/S
1.	Office of the Senior Minister	2
2.	Office of the Cabinet Secretariat	2
3.	Office of the Chief of Staff-Protocol	2
4.	Office of the Chief of Staff-Social Appointments	2
5.	Office of the Chief of Staff-Special Concerns	1
6.	ODCM-Mainland Provinces	1
7.	ODCM-Island Provinces	1
8.	Office for Other Bangsamoro Communities	2
9.	Information and Communications Office	2
10.	Peace, Security, and Reconciliation Office	2
11.	Internal Audit Office	2
12.	Legal and Legislative Liaison Office	2
13.	Technical Management Service-Office of the Director	1
14.	Technical Management Service-Planning and Management Division	2
15.	Technical Management Service-Research and Development Division	2
16.	Administrative Management Service-Office of the Director	1
17.	Administrative Management Service-Human Resource Management Division	2
18.	Administrative Management Service-Records Division	2
19.	Administrative Management Service-Property and Supply Division	2
20.	Administrative Management Service-General Services Division	2
21.	Finance Management Service-Office of the Director	1
22.	Finance Management Service-Accounting Division	2
23.	Finance Management Service-Budget Division	2
24.	Finance Management Service-Cash Division	2
25.	Procurement Service	2
26.	Intelligence and Security Service-Office of the Director	1
27.	Intelligence and Security Service-Intelligence	2
28.	Intelligence and Security Service-Security	2
29.	The Clinic	2
30.	Bangsamoro Liaison Office in Metro Manila	1
31.	Bangsamoro Library and Archives	2
32.	Bangsamoro Board of Investments	2
33.	Bangsamoro Information Office	2
34.	Office for Settler Communities	2
35.	Bangsamoro Darul-Ifta'	2
36.	Bangsamoro Information and Communications Technology Office	2
37.	Tulong Alay sa Bangsamorong Nangangailangan (TABANG)	2
38.	Kapayapaan sa Pamayanan (KAPYANAN)	2
39.	Ayudang Medical Mula Sa Bangsamoro (AMBAG)	2
40.	Marawi Rehabilitation Program (MRP)	2
41.	Support to Local and Moral Governance (SLMG)	2
42.	Strengthening Access Livelihood Assistance for Marginalized Bangsamoro (SALAM)	2



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TRAINING ON POLICY RESEARCH AND DRAFTING
 City Mall Convention Hall, Governor Gutierrez Avenue, Cotabato City
 10-11 October 2024 | 8:00 AM — 5:00 PM

PROGRAMME

Day 1: 10 October 2024		
TIME	ACTIVITY	PERSON- IN- CHARGE
8:00 AM — 8:20 AM	Registration	All Participants
8:21 AM — 8:25 AM	Invocation	HAMDIZ. ABDULSAMAD <i>Administrative Aide VI,</i> AMS-Human Resource Management Division
8:26 AM — 8:30 AM	Singing of the National Anthem and the Bangsamoro Hymn	VTR
8:31 AM — 8:40 AM	Welcome Remarks	NARCISA D. MACOG, <i>Director III,</i> Administrative Management Service
8:41 AM — 9:00 AM	Overview of the Program	NUR-AISHA C. PACASEM <i>Officer-in-Charge,</i> AMS-Human Resource Management Division
9:01 AM — 9:10 AM	House Rules and Expectation Setting	JEHANNA S. ABDUL <i>Administrative Assistant III,</i> AMS- Human Resource Management Division
9:11 AM — 12:00 NN	Session 1:	Resource Person
12:01 PM — 1:00 PM	Lunch Break	All Participants
1:01 PM — 3:30 PM	Session 2	Resource Person
3:31 PM — 3:45 PM	Break	All Participants
3:46 PM — 5:00 PM	Continuation of Session 2	Resource Person
Day 2: 11 October 2024		
TIME	ACTIVITY	PERSON- IN- CHARGE
8:00 AM — 8:05 AM	Invocation	HAMDIZ. ABDULSAMAD <i>Administrative Aide VI,</i> AMS-Human Resource Management Division
8:06 AM — 9:30 AM	Session 1	Resource Person
9:31 AM — 9:45 AM	Break	All Participants
9:46 AM — 12:00 NN	Continuation of Session 1	Resource Person
12:01 PM — 1:00 PM	Lunch Break	All Participants
1:01 PM — 3:30 PM	Session 2	Resource Person
3:31 PM — 3:45 PM	Break	All Participants
3:46 PM — 4:45 PM	Continuation of Session 2	Resource Person
4:46 PM — 5:00 PM	Closing Remarks	ENGR. WINDEL P. DIANGCALAN <i>Director III,</i> Technical Management Service <i>Chairperson,</i> Personnel Development Committee