



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
 Cotabato City



Office of the Minister

REGIONAL MEMORANDUM

No.: 1085
 Series of 2020

TO : **MONETTE ESTACIO-KARI, CPA**
 Chief, HRMO

MOHAMMAD HARRIS ILON
 Planning officer IV, PPRD

HARON SALAH
 Information Technology Office

RAHIB KUDTO
 Director General, Basic Education

ATTENTION : **ALL SCHOOLS DIVISION SUPERINTENDENTS AND FOCAL
 DIVISION HUMAN RESOURCE OFFICER/FOCAL PERSON**

FROM : 
MOHAGHER M. IQBAL
 Minister

SUBJECT : **CORRIGENDUM TO REGIONAL MEMORANDUM NO. 1001 SERIES OF 2021**

DATE : 7 SEPTEMBER 2021

Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

RELEASED

BY: Hajir
 DATE: 13 SEP 2021
 TIME: 2:15 PM
 Ctrl. No. 2021-09-120

Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 REGIONAL INFORMATION OFFICE

RELEASED

BY: Marlon Abolencia
 DATE: SEP 13 2021
 TIME: 2:30 PM
 Ctrl. No. 2021-001-626

1. In view of the Regional Memorandum No. 1001, series of 2021 issued by the Ministry of Basic, Higher and Technical Education on 25 August 2021 regarding the **Human Resource Information System Development Workshop** originally scheduled on September 9-10, 2021, this memorandum is hereby issued as a corrigendum to the date of the activity. It is hereby moved on **September 16-17, 2021**.
2. The final venue for the event shall be at the **Golden Lace Fine Dining, Cotabato City**.
3. For immediate dissemination and compliance.





MINISTRY OF BASIC, HIGHER AND TECHNICAL EDUCATION
Bangsamoro Autonomous Region in Muslim Mindanao

Participants For Human Resource Information System(HRIS)

No.	Names	Position	Section/Unit
1	Monette E Estacio-Kari	Chief,HRMO	HR
2	Dr. Mildred M. Abas	Consultant	HR Study group
3	Lydia Udaundo Mastura	Consultant	HR Study group
4	Fatima I. Adza	Consultant	HR Study group
5	Guiaria T. Dagadas	HRMO III	HR
6	John Mark D. Dosejo	Resource Person	Unicenter
7	Ismael S. Mamokan Jr.	Resource Person	Unicenter
8	Akmad G. Donia	Resource Person	Unicenter
9	Jomer B. Gallano	Resource Person	Unicenter
10	Khalid S. Esmael	Resource Person	Unicenter
11	David Roy R. Calzado	TCE 1	HR
12	Ctrozhanara A. Pangilamen	TCE 1	HR
13	Junaida A. Kamid	COS	HR
14	Maicka Ariadnah B. Kari	COS	HR
15	Saddam Tambungalan	ITO 1	Payroll Section
16	Habib Abdula	Adas	Payroll Section
17	Eskak G. MohamaD	Head Retirement Section	Retirement Section
18	Josephine E. Jalandoni	EPS II	HR
19	Helen A. Piol	Senior Education Program Specialist	HR
20	Mominah I. Sarip	ADA III	HR
21	Shandee Russ Mae M. Mangulamas	Master Teacher I	HR
22	Naira U. Jailani	Teacher 1	HR
23	Mary Grace Aidalyn G. Bancure	Training Specialist II	HR
24	Merlita V. Caunan	Master Teacher I	HR
25	Maria Florida O. Glang	Acting HRMO	Ched/HR
26	Abdul Raffi A. Abas	Planning Officer II	Planning Section
27	Marchulen A. Mampen	Statistician	Planning Section
28	Haron D. Salah	Head,ICT Section	ICT
29	Mobarak P. Pandi	Head,RIO	RIO
30	Al-Jazeed G. Laguindab	IT Staff	ICT
31	Chaezzle Anne V. Henorio	Cotabato City HRMO	HRMO Div. Office
32	Jamil T. Samama	Mag. 2 HRMO	
33	Sarah S. Acob	Mag. 1 HRMO	Note: Cot City Res.
34	Edwardson M. Wee	Tawi Tawi HRMO	
35	Mariam S. Estajal	Lamitan HRMO	
36	Maureen L. Tandih	Basilan HRMO	
37	Mantauna L. Ariong	Lanao Sur 1 HRMO	
38	Hadji Omar, Sarah U.	Lanao Sur 2 HRMO	
39	Asliah H. Maniri	Marawi HRMO	
40	Derwina B. Abdulla	Sulu HRMO	
41	Lucy P. Babaylo	TCE 1	HR
42	Hasmin Sangka	EPS 1	SGA
43	Jelen C. Maricor	EPS	HR
44	Shayma E. Abdulkarim	ADAS II	HR
45	Bai Ruth Martinez	ADAS III	HR Staff/Cot City Div.

Prepared By:

Mary Grace Aidalyn G. Bancure
Training Specialist II

Noted By:

Monette E. Estacio-Kari, CPA
Chief, HRMO

HR DIVISION PROCESS TRACKING INDEX

Doc No.: 041-2021
 Sender: Records
 Subject / Details: Reg. Memo - HRIS Development workshop

Routed to

- | | | |
|--|---|---|
| <input type="checkbox"/> APPOINTMENT SECTION | <input type="checkbox"/> RETIREMENT SECTION | <input type="checkbox"/> HR DEVELOPMENT SECTION |
| <input type="checkbox"/> PERSONNEL RECORDS SECTION | <input type="checkbox"/> PAYROLL SECTION | <input type="checkbox"/> RECLASSIFICATION SECTION |
| <input type="checkbox"/> Others: _____ | | |

Please:

- See Me
- Evaluate / Prepare Study
- Investigate / Submit Report
- Draft Acknowledgement Letter
- Draft Opinion / Reply for my Signature

For Your:

- Information / Reference
- Comment / Recommendation
- Appropriate Action
- For Review
- File

SEP 01 2021

Date	Description of Activity	Time		Action Officer		Remarks
		In	Out	Name	Signature	
	Received:					
	Forwarded to:					



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

REGIONAL MEMORANDUM

No. 1009
Series of 2021 8

Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
OFFICE OF THE MINISTER

RELEASED

TO : **MONETTE ESTACIO-KARI, CPA**
Chief, HRMO

BY: Hajir
DATE: 27 AUG 2021
TIME: 8:30 Am
Ctrl. No. 2021-08-197

MOHAMMAD HARRIS ILON
Planning Officer IV, PPRD

Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
REGIONAL INFORMATION OFFICE

RELEASED

HARON SALAH
Information Technology Office

BY: Marlon Abolencia

RAHIB KUDTO
Director General, Basic Education

DATE: AUG 27 2021

TIME: 9:15 Am

Ctrl. No. 2021-08-502

ATTENTION : **ALL SCHOOLS DIVISION SUPERINTENDENTS AND FOCALS**
DIVISION HUMAN RESOURCE OFFICER/FOCAL PERSON

FROM : 
MOHAGHER M. IQBAL
Minister

SUBJECT : **HUMAN RESOURCE INFORMATION SYSTEM DEVELOPMENT**
WORKSHOP

DATE : August 25, 2021

1. The Ministry of Basic, Higher and Technical Education (MBHTE) is upgrading its Human Resource Information System (HRIS) to enable data management effective, efficient and reliable for decision-making and provision of support services to all employees across the region.
2. In this connection, the Human Resource Management Office (HRMO) of this ministry shall conduct **a workshop on HRIS Development** to provide resource information system and to empower division personnel with knowledge and skills needed for the system.
3. Said workshop shall be on **September 9-10, 2021** at Em Manor Hotel, Cotabato City, and shall be participated by **one (1) Division Human Resource Officers/Focal Person**.
4. Travelling expenses of participants will be charged to the Division Local Fund while accommodation and meals will be charged to the MBHTE funds subject to the usual accounting and auditing rules and regulations. Check-in will be on September 8, 2021 and check-out will be on September 11, 2021.
5. Should you have any concerns, please contact Ms. Mary Grace Aidalyn G. Bancure, Training Specialist II, at mobile number 0945-706-8963.
6. For information, guidance and strict compliance.

Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
RECORDS SECTION

RELEASED

BY: [Signature]
DATE: AUG 27 2021
TIME: 10:05 AM
Ctrl. No. [Blank]



Regional Office, 2nd floor RFLC Bldg., Bangsamoro Peoples' Comprehensive Heights 7, Cotabato City
Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Email: min.ed.barmm@deped.gov.ph Facebook/Twitter: @riombhtebarmm

Human Resource Management Office

RECEIVED

BY: 2aj
DATE: SEP 01 2021
TIME: 9:00
Ctrl. No.: 641-2021

ACTIVITY	TIME	PERSON IN-CHARGE
DAY 1:		
MORNING		
Registration	8:00 – 8:30	Secretariat
Du'a	8:30 – 8:35	Haron Salah
Message	8:35 – 8:50	TBD
Introduction of the Speaker	8:50 – 9:00	MC
Management of Plantilla Positions, Contract of Service and Consultants	9:00 – 10:00	UNICENTER
Open Forum	10:15 – 10:35	MC
Break	10:35 – 10:40	MC
Workshop Continue...	10:45 – 11:45	UNICENTER
Open Forum	11:45 – 12:00	MC
AFTERNOON		
Ice Breaker (Recap)	1:30 – 1:40	Program
Introduction of the Speaker	1:40 – 1:55	MC
Sick Leave and Vacation Leave Monitoring & Service Record Monitoring and Evaluation	1:55 – 2:55	UNICENTER
Open Forum	2:55 – 3:10	MC
Prayer Break	3:10 – 3:30	
Workshop Continue...	3:30 – 4:30	UNICENTER
Open Forum	4:30 – 4:45	
Closing message	4:45 – 5:00	TBD
Du'a	---	TBD

DAY 2:		
MORNING		
Registration	8:00 – 8:30	Secretariat
Du'a	8:30 – 8:35	Haron Salah
Overview of the Program	8:35 – 8:50	JOE MAMOKAN
Message	8:50 – 9:10	TBD
Introduction of the Speaker	9:10 – 9:15	MC
Management of Data reflected in Latest CSC Form 212 of MBHTE Personnel	9:15 – 10:15	UNICENTER
Open Forum	10:15 – 10:30	MC
Break	10:30 – 10:45	MC
Workshop Continue...	10:45 – 11:45	UNICENTER
Open Forum	11:45 – 12:00	MC
AFTERNOON		
Ice Breaker (Recap)	1:30 – 1:40	Program
Introduction of the Speaker	1:40 – 1:55	MC
Management of Other Information in relation to MBHTE Personnel	1:55 – 2:55	UNICENTER
Open Forum	2:55 – 3:10	MC
Prayer Break	3:10 – 3:30	
Workshop Continue...	3:30 – 4:30	UNICENTER
Open Forum	4:30 – 4:45	MC
Du'a	---	TBD

5-day Strategic Planning Workshop on WASH in Schools (WinS)

September 14-18, 2021 | Venue 88 Hotel and Events Place, General Santos City.

Participants

NAME OFFICE DIVISION	NUMBER OF PARTICIPANTS	NAME
Office of the Minister	1	Abdullah Salik, Jr.
Health and Nutrition Unit	5	Gizeel Amara I. Ali Noraida D. Pabillan Jonaifa G. Interino Sahara H. Ambolodto Aliodin M. Ali
Curriculum	2	Yul Olaya Amier Dodo
Physical Facilities	1	Engr. Yasser Nakan
Education Facilities Section	1	Engr. Nurhashim Abdullah
Disaster Risk Reduction & Management	1	Alfhadar Pajiji
Planning Section	1	Abdul Raffi Abas
Planning Basic	1	Crisalyn Miraato
Operations	2	Margie Pendulat Elma Maliga
Information & Communications Division	1	Archie Macarambon
TESDA	1	Rasmia K. Karon
Madaris	2	Abehurayrah Abdulgani Isha Jamahereen Guialal
Maguindanao I	2	Djanson E. Du Gemma Balimbingan
Maguindanao II	2	Datu Shakkur Nikko S. Abdul Maricar Wahab
Cotabato City	2	Darlene V. Abdulkarim Hilda N. Dimalen
Special Geograpic Area (SGA)	2	Annabelle Acob Rachma T. manampan
SBM	2	Alisabre Sungka Jemraisa Mangkong

VIRTUAL PARTICIPANTS (NIC & WINS FOCAL)	NUMBER OF PARTICIPANTS
Tawi Tawi	2
Sulu	2
Lamitan City	2
Basilan	2
Lanao Del Sur 1	2
Lanao Del sur 2	2
Marawi City	2