



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.: 1095
 Series of 2020 8

TO : **ALL CONCERNED PERSONNEL**

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

MARIA FLORAIDA O. GLANG
 Acting HRMO, Higher Education

FROM : 
MOHAGHER M. IQBAL
 Minister

SUBJECT : **CORRIGENDUM TO REGIONAL MEMORANDUM NO. 0935 SERIES OF 2021**

DATE : 13 SEPTEMBER 2021

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

RELEASED

BY: H. J. Jir
 DATE: 14 SEP 2021
 TIME: 9:55 AM
 Ctrl. No. 2021-09-141

Ministry of Basic, Higher and Technical Education
 REGIONAL INFORMATION OFFICE

RELEASED

BY: Marlon Abolencia
 DATE: SEP 14 2021
 TIME: 10:26 AM
 Ctrl. No. 2021-09-647

1. In view of the Regional Memorandum No. 0935, series of 2021 issued by the Ministry of Basic, Higher and Technical Education on 11 August 2021 regarding the **Conduct of Supervisory Development Course Track 1** originally scheduled on August 23-27, 2021, this memorandum is hereby issued as a corrigendum to the date of the activity. It is hereby moved on **October 4-8, 2021**.
2. For immediate dissemination and compliance.





Republic of the Philippines
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REGIONAL MEMORANDUM

No.: 0935
Series of 2021

TO : ALL CONCERNED PERSONNEL

ATTENTION : **MONETTE ESTACIO-KARI**
Chief, HR Division

MARIA FLORAIDA O. GLANG
Acting HRMO, Higher Education

FROM : 
MOHAGHER M. IQBAL
Minister

SUBJECT : **CONDUCT OF SUPERVISORY DEVELOPMENT COURSE TRACK 1**

DATE : 11 AUGUST 2021

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

RELEASED

Hajir
DATE: 16 AUG 2021
TIME: 8:05 AM
Ctrl. No. 2021-08-083

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

RELEASED

BY: Marlon Abolencia
DATE: 16 AUG 2021
TIME: 9:10 AM
Ctrl. No. 2021-08-406

1. Amidst this COVID-19 pandemic, the Ministry of Basic, Higher and Technical Education still aims to enhance the quality of supervisors and leaders in our organization to ensure sustainability efforts directed towards employee empowerment in the service. Thus, a Supervisory Development Track I for MBHTE personnel including Ministry- Supervised Higher Education Institutions shall be conducted by the Civil Service Commission.
2. The activity aims to:
 - Provide first line supervisors and other would-be supervisors opportunities to empower and enhance their knowledge and skills toward efficient and effective delivery of services; and
 - Ensure a better preparation of prospective personnel for greater opportunities
3. The Supervisory Development Course Track 1 will be held at Em Manor Hotel, Cotabato City on August 23-27, 2021. Attached are the indicative program of activities and the list of the participants.
4. For immediate dissemination.





Higher Education

An Activity Proposal for a Supervisory Development Course Track I

Activity Title : **SUPERVISORY DEVELOPMENT TRACK I**
For MBHTE Personnel

Proponent : **Ministry of Basic, Higher and Technical Education (MBHTE)**
-Higher Education
Bangsamoro Autonomous Region in Muslim Mindanao

Contact Person: **MONETTE ESTACIO-KARI**
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Rationale:

This course is to train prospective MBHTE-HE personnel including those from Ministry-Supervised Higher Education Institutions (MSHEIs) for supervisory functions. It is ideal for team leaders, new supervisors, and managers or for anyone wishing to move into a management role.

The other reasons for undergoing this course are:

- a. To look at how supervisors and managers can effectively deal with the various situations that arise between their staff and within their teams;
- b. To develop and to lead higher performing cohesive teams; and
- c. To address the critical skills to get the job done in the most efficient and effective manner possible.

Objectives:

This activity aims to:

- A. To provide first line supervisors and other would-be supervisors opportunities to empower and enhance their knowledge and skills toward efficient and effective delivery of services; and
- B. Ensure a better preparation of prospective personnel for greater responsibilities.

SUPERVISORY DEVELOPMENT COURSE-TRACK 1

August 23-27, 2021

Em Manor Hotel, Cotabato City

PROGRAM AND COURSE CONTENT

Date/Time	PROGRAM/TOPICS	RESOURCE SPEAKERS
AUG. 23, 2021		
8:00-8:15	REGISTRATION	Secretariat
8:15-8:45	Opening program Invocation Pambansang Awit BARMM HYMN	Mohammad Harris M. Ilon, Planning Officer IV OIC-Chief Planning Division Guiaria T. Dagadas, Administrative Officer IV Chief, Appointment Section
8:45-8:55	Opening Remarks	Atty. Mojahid S. Guro, Attorney V Chief Legal & Legislative Liaison Division
8:55-9:00	Acknowledgement of Participants	Jelen C. Maricor, Education Program Supervisor Chief, Reclassification & Promotion Section
Module 1: PERSONAL EFFECTIVENESS		
DAY 1 AUG. 23	Structured Learning Activity - Kumustahan - Pitong Hakbang - Leveling (house rules)	
	Module Preview Unit I - Enhancing Personal Effectiveness Session 1: What Makes A Winner	
DAY 2 AUG. 24	Session 2: Mastering My Inner World Homeroom Activity (Secretariat) Unit II - Managing One's Career Session 1: Becoming an Achiever	
DAY 3 AUG. 25	Session 2: Coping with Stress	
Module 2: SUPERVISION: A CHALLENGE AND A COMMITMENT		
	Homeroom Activity Unit I: Becoming a Supervisor Session 1: Changes and Transition	
DAY 4 AUG. 26	Session 2: The Supervisor ADAPTS Unit II: The Difference Between Managing and Doing Management	
Module 2: SUPERVISION: A CHALLENGE AND A COMMITMENT		
	Homeroom Activity Session 2: Delegation: Barriers and Benefits	
DAY 5 AUG. 27	Unit III: The Supervisor Transforms	

	List of Participants	
1	NORA L. RASUMAN	Supervising Education Program Specialist
2	MOMBAO S. MANGONDATO	Education Supervisor II
3	ROWEL A. DUMANGLAS	Senior Education Program Specialist (Acting Planning Officer)
4	OMAR-ALI M. SHARIEF	Senior Education Program Specialist
5	MARAGA S. HADJIRASHED	Administrative Officer V
6	NOVIE LYN C. BUENDIA, CPA	Accountant II
7	IRENE U. GOGO	Education Program Specialist II
8	NOVIE LOU C. CALUNSAG	Education Program Specialist I
9	ABDUL JABBAR M. SHARIEF	Education Program Specialist I
10	SORAIDAH B. MITMUG	Administrative Officer I (Cashier I)
11	MARIA FLORAIDA O. GLANG	Administrative Assistant II (Acting HRMO)
12	MAISALAM S. BENITO	Administrative Officer I (Records Officer)
13	ATTY. MOJAHID S. GURO	Attorney V, Chief Legal & Legislative Liaison Division
14	MOHAMMAD HARRIS M. ILON	Planning Officer IV, OIC Chief Planning Division
15	FARHANA E. ABDULKADIR	Internal Auditor I, OIC Chief Management Audit Section
16	SITTI BERKIS H. ABDULRASID	Internal Auditor I, OIC Chief Operations Audit Section
17	JALIKHA G. BAGUINDA	Administrative Officer III, OIC Chief General Services Section
18	FARHANA A. ABOHORAIRA	Administrative Officer V, Chief Procurement Section
19	SADDAM A. TAMBUNGALAN	Information Technology Officer I, Chief Payroll Section
20	BEÑAMINE B. UBPON	Planning Officer III, Chief Program Planning
21	SITTIE HANNAH B. ADZA	Planning Officer II, Chief Policy, Research & Development
22	NURHAYNEE B. NOOR	Administrative Officer V, OIC Chief Cash Section
23	GUIARIA T. DAGADAS	Administrative Officer V, Chief Appointment Section
24	JELÉN C. MARICOR	Education Program Supervisor, Chief Reclassification & Promotion Section
25	ESKAK G. MOHAMAD	Administrative Assistant IV, Chief Retirement Section
26	ENGR. ZUBAIR A. GUIAMAN	Engineer I, OIC Chief Education Facilities Section
	List of Secretariat	
27	MARY GRACE AIDALYN BANCURE	Training Specialist II
28	JEEHAD MIRADJAYE O. GLANG	Administrative Assistant
29	CSC SECRETARIAT	
30	CSC SPEAKER	