



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. 1109
 Series of 2021

TO : ALL DIVISION AND SECTION CHIEFS
 ALL DIRECTOR GENERALS
 ALL OTHERS CONCERNED

FROM : 
 MOHAGHER M. IQBAL
 Minister

SUBJECT : PROCESS FOR THE SUBMISSION OF BUDGET AND ACTIVITY
 PROPOSALS IN THE MINISTRY

DATE : SEPTEMBER 14, 2021

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

RELEASED

BY: Hajir
 DATE: 16 SEP 2021
 TIME: 8:15 AM
 Ctrl No: 2021-09-1108

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

RELEASED

BY: Jam
 DATE: SEP 16 2021
 TIME: 8:43 AM
 Ctrl No: 2021-09-674

1. For an efficient and systematized workflow processes in the Ministry of Basic, Higher, and Technical Education, all Budget and Activity Proposals shall be lodged and submitted to the Administrative Division of the Ministry prior to the approval of the Office of the Minister.
2. The submission of the said Budget and Activity Proposals must be **at least 4 weeks** before the actual conduct of the activity to give way to the processes and procedures taken for the said conduct of the activity such as necessary revisions, procurement of necessities, PhilGeps postings, and other preparatory activities inherent to the proposal.
3. This memorandum shall take effect immediately.

