



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. 1153
 Series of 2021

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

RELEASED

BY: Hajir
 DATE: 22 SEP 2021
 TIME: 10:50 Am
 Ctrl. No: 2021-09-227

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

FROM : 
MOHAGHER M. IQBAL
 Minister

SUBJECT : **SUBMISSION OF BUDGET AND ACTIVITY PROPOSALS IN THE
 MINISTRY**

DATE : **SEPTEMBER 14, 2021**

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. Please be guided that for Small Value mode of procurement, processing time of documents shall be 3 weeks - 1 month before the activity. For Competitive Bidding mode of procurement, the processing time shall be 1-3 months subject to the mandated procurement and bidding guidelines.
3. Thus, Purchase Orders are still subject to market analysis to further understand and evaluate the need of the purchase alongside its beneficiaries efficiently.
4. This memorandum shall take effect immediately.

Ministry of Basic, Higher and Technical Education
 REGIONAL COORDINATION OFFICE

RELEASED

BY: Marlon Abolencia
 DATE: 1 SEP 22 2021
 TIME: 11:00 Am
 Ctrl. No: 2021-09-132

