



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



Office of the Minister

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

REGIONAL MEMORANDUM

Order No. 1245

Series of 2022

RELEASED

By: Hajjar
 DATE: NOV 03 2022
 TIME: 8:35 A.M.
 Ctrl. No. 2022-11-007

TO : **DIVISION HRMOs AND STEP INCREMENT IN-CHARGE**
Mainland Divisions

ATTENTION : **SCHOOLS DIVISION SUPERINTENDENTS**
Mainland Divisions

Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister

FROM : **MOHAGHER M. IQBAL**
 Minister



RELEASED
HAYDER A. ABDUL
 By: HAYDER A. ABDUL
 Date: NOV 03 2022
 Time: 8:40 AM
 Control No. 2022-11-007

SUBJECT : **REALIGNMENT AND UPDATES IN THE PROCESSING OF STEP INCREMENT OF SCHOOLS DIVISION EMPLOYEES**

DATE : October 27, 2022

1. In line with the updating of the process in place for Step Increment and other HR Concerns, you are hereby directed to attend the meeting on the schedule mentioned below:

Division/s	Date & Time	Venue
Marawi City, Lanao del Sur I & II, Cotabato City, SGA, Maguindanao I & II	November 9, 2022; 9:00 A.M. – 5:00 P.M.	BTA Office, 2F RELC Bldg., Bangsamoro Govt. Center, Cotabato City

2. All concerned are requested to bring their own laptop and extension wire.
3. Travel, board and lodging expenses of Division participants shall be charged against the local funds subject to the usual government accounting and auditing rules.
4. For information, widest dissemination and strict compliance.

