



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. 1700
 Series of 2022

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

RELEASED

TO : ALL CONCERNED DGME PERSONNEL

BY: Nadiyah
 DATE: NOV 09 2022
 TIME: 2:50 pm
 Ctrl. No. 2022-11-070

FROM :  **MOHAGHER M. IQBAL**
 Minister

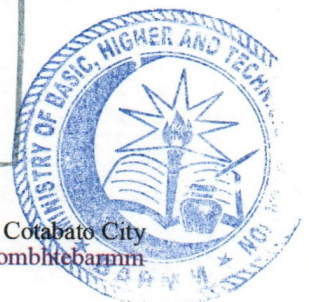


SUBJECT : COMPLETED STAFF WORK

DATE : November 4, 2022

1. In reference to the Memorandum Circular (MC) 72, s. 2019 re **Strengthening the Standards of Completed Staff Work as Requirement for the Processing and Evaluation of Request for Presidential Issuances, Authorizations and other Approval**, a provision that calls for all government to undertake completed staff work before any request is submitted for the head of offices' approval.
2. Given this provision, the Directorate General for Madaris Education (DGME) will conduct a **Completed Staff Work Training** on **November 9-11, 2022** at CNX Resto, Cotabato City.
3. The activity, which primarily aims to equip the DGME employees with skills in the study analysis, solution recommendation, and thorough presentation of such to the head of the office, also aims to:
 - a. identify the nature and goals of personal effectiveness;
 - b. apply the doctrine of completed staff work;
 - c. state the significance of communication in Completed Staff Work and Organization Management; and
 - d. display commitment to establish and observe the culture of Completed Staff Work and Organizational Management in the ministry.
4. Attached is the list of the participants (Annex A) and the Program Flow (Annex B).
5. For information and compliance.

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
 RELEASED
 HAYDER A. ABDUL
 By: _____
 Date: NOV 09 2022
 Time: 3:10 PM
 Control No. 2022-11-070



Annex A

List of Completed Staff Work DGME participants:

1. Abdulhamid, Abdulgafur I.
2. Guiambangan, Abdulkahar A.
3. Abdulatip, Abdulkadir G.
4. Abdulgani, Abehurayra A.
5. Abdulsalam, Rayhana M.
6. Abdulwahab, Sahla N.
7. Abo, Bairose M.
8. Abubakar, Al-khuazaifa K.
9. Ali, Rashael M.
10. Ali, Sittie Aisha L.
11. Amenoding, Asraidah H.N.
12. Ayob, Fatima A.
13. Bakar, Fatima K.
14. Bayan, Maimona D.
15. Camin, SittieAisha Rashanie S.
16. Candao, Norhaine S.
17. Clao, Sittie Rowena G.
18. Dawi, Almera G.
19. Dimanalao, Joehairin G.
20. Gamoranao,Abdulrahman M.
21. Gandawali, Yasmeen M.
22. Gani, Montazer Ali Akbar M.
23. Guialal, Isha Jamahereen S.
24. Hamid, Nizar H.
25. Jilhano, Regina K.
26. Karim Sandra S.
27. Kusain, Noraida A.
28. Lugayak, Mohamad Hersihad A.
29. Macabangen,Abdulshocor M.
30. Mamadra, Kadiguia R.
31. Modales, Hairudin A.
32. Salah, Ralph Jassani H.
33. Salik, Mohtar H.
34. Tahir, Warda T.
35. Unsi, Jihan A.
36. Watamama, Umikalsum D.
37. Watamama, Edres D.
38. Guiam-an, Mohamad A.
39. Is-haq, Abdulsamad A.
40. Suhod, Nafeesur-Rahman E.



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

BUREAU SECTION
RECEIVED
FROM: Procurement
BY: Farouhaina Saban
DATE: 10-03-22
TIME: 9:08am
CTRL NO: BP-013

BUDGET PROPOSAL

Activity Title: "Training on Completed Staff Work"		FOR FINANCE USE ONLY Control No. BP-1011-0386	
Target Indicator: <i>No. of Personnel Trained</i>		Implementing unit/section/division DGME - MADARIS	
Objectives: 1. To be able to identify & appreciate the nature and goals of personal effectiveness; 2. To apply the doctrine of completed staff work; 3. To identify the roles and responsibilities of each person in the workplace, nurture commitment and establish the observance of completed staff work within the office.			
Period Covered/Schedule: November 09-11, 2022 - Cotabato City			
Reference: Support to Operations - 2021 Program Implementation Plan (PIP)			
Source of Fund: GAAB 2021/Madaris Education Services/STO		Verified availability of fund by: 2021 RP/STO/CP/	
Total Number of Participants:		Total Participants Cost	
Participants:		Number	
Participants from DGME		40	
Facilitators/Resource Persons from Development Academy of the Bangsamoro (DAB)		7	
Guests:		3	
Total Number of Pax:		50	
Participant Support: <i>(Please enumerate specific expenditures)</i>		Estimated Cost	
	Amount	# of Pax	Qty
Food			
AM Snacks, Lunch, PM Snacks			
1 Meal @P400/pax	400.00	50	3
2 Snacks @P200/pax	400.00	50	3
Venue			
Function Hall fee: P8,000/day w/ inclusion of the following for 3 days: projector, printers, etc.) >Sound System, Tables & Chairs setting >Free Flowing coffee	8,000.00	3	24,000.00
*All rates are inclusive of applicable taxes & fees			
Sub-total		144,000.00	

Other Direct Cost:

Honoraria for 2 Resource Persons: (Pls. see attached program)

SG 24 @P88,410 Basic Salary for 6 hrs.	2,033.43	6	12,200.58
SG 19 @P49,835 Basic Salary for 2 hrs.	1,146.21	2	2,292.41
SG 18 @P45,203 Basic Salary for 8 hrs.	1,039.67	8	8,317.35
SG 15 @P35,097 Basic Salary for 7 hrs.	807.23	7	5,650.62
SG 11 @P25,359 Basic Salary for 3 hrs.	583.26	3	1,749.77

Handwritten notes:
 H-5-20
 a/30/20

Supplies and Materials

Tarpaulin for backdrop (4x8 size @ P640/pc)	640.00	1	640.00
Alcohol @ P80/175ml	80.00	5	400.00
Face Mask @ P120 per box	120.00	2	240.00
Expanding Kraft Envelope (Long size)	20.00	50	1,000.00
Ballpen (black)	15.00	50	750.00
Manila Paper @P8.00/pc.	8.00	50	400.00
Notebook (50 lvs) @ P40/pc	40.00	50	2,000.00
Meta Cards, assorted color @P100/pack	100.00	20	2,000.00
Pentel pen- broad (black) @P504/box	540.00	1	540.00
Scissor (Heavy Duty)	100.00	1	100.00
Bond paper (A4 size) @ P235/ream	235.00	3	705.00
Masking tape 1 1/2 inch @P60/pc	60.00	5	300.00
Special paper for RP & participants' certificates @ P70.00 per pack (Bevania Splendorgel)			
A4 size-10 sheets/pack	70.00	7	490.00
Token for Resource Speakers	1,000.00	7	7,000.00
Certificate's Frame for RS-glass @150	150.00	7	1,050.00
Ink set refill bottle(CMYK) for 3 in 1 printer	1,600.00	1	1,600.00

Sub-total

49,425.73


GRAND TOTAL

193,425.73

NOTE:

*Cash Advance of Stand-by or Contingency Fund/Incidental Expense are allowed only for Activites to be conducted outside Cotabato City.
 *Unforeseen expenses may be reimbursed subject to Internal Audit evaluation and validation based on Rules on Government Accounting and COA Guidelines.

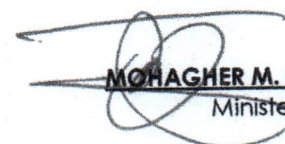
Prepared by:


KADIGUA R. MAMADRA
 Admin. Officer V

Recommending Approval:


TAMIR G. NALG. MAIS
 Director General

Approved by:


MOHAGHER M. IQBAL
 Minister

