



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. 1327-B
 Series of 2022

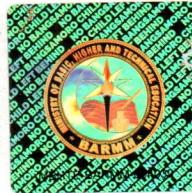
Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

RELEASED

BY: Hajji
 DATE: NOV 10 2022
 TIME: 9:05 a.m.
 Ctrl. No. 2022-11-106-B

TO : **ALL CONCERNED**

FROM :  **HARON S. MELING**
 Deputy Minister



SUBJECT : **NOTICE OF MEETING**

DATE : November 10, 2022

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
 By: HAYDER A. ABDUL
 Date: NOV 10 2022
 Time: 9:15 AM
 Control No. 2022-11-106-B

1. A meeting cum orientation will be held tomorrow, **November 11**, from **8:00 a.m.** to **4:00 p.m.**, at Basilan Hall, RELC Bldg., MBHTE Regional Office, Cotabato City.
2. The meeting will discuss the proper processes of work for HRMD and Records. Specifically, it will discuss:
 - a. Computation of Service Credits
 - b. Computation of Step Increments
 - c. Processing of retirement claims and benefits
 - d. Computation of overtime, undertime, absences, and compensatory time-off
3. The following are expected to attend:

NAME	DIVISION/OFFICE
1. Mohidin A. Sampidon	Special Geographic Areas
2. Kryzeu Karen C. Agustin	Special Geographic Areas
3. Jayville S. Sambolawan	Special Geographic Areas
4. Monette E. Estacio-Kari	Regional Office
5. Guiaria Dagadas	Regional Office
6. Eskak Mohamad	Regional Office
7. Josephine Jalandoni	Regional Office
8. Lucy Babaylo	Regional Office
9. Lilia Beltran	Regional Office
10. Merlita Caunan	Regional Office
11. CTRozzhanara Pangilamen	Regional Office
12. Shayma Abdulkarim	Regional Office
13. Bolawan Payag	Regional Office
14. Sittie Shahara Mungkas	Regional Office

4. For information and strict compliance.

