



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**

No. 1491  
 Series of 2022

RELEASED

BY: H. J. J.  
 DATE: DEC 01 2022  
 TIME: 8:55 AM  
 Ctrl. No. 2022-12-002

TO : **DATUAN M. MAGON, JR**  
 Focal Person, Regional Madrasah Graduate Academy

ATTENTION : **MARJUNI M. MADDI**  
 Director General for Higher Education

FROM : **MOHAGHER M. IQBAL**  
 Minister

SUBJECT : **ORGANIZATIONAL MANAGEMENT AND LEADERSHIP TRAINING**

DATE : November 24, 2022



1. To strengthen the leadership skills of the administrative and department heads of the Regional Madrasah Graduate Academy on handling its personnel in the day-to-day operation of the institution, an **Organizational Management and Leadership Training** shall be conducted on **December 4-6, 2022** at Hotel 88, Koronadal City.
2. This activity aims to:
  - a. give an overview of Organizational Management;
  - b. define, enumerate, and elaborate organization and job descriptions;
  - c. develop management and leadership skills; and
  - d. differentiate a leader and a boss and a manager.
3. Kindly see the attachment for the list of participants and program flow for reference.
4. 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. ABDUR**

By: \_\_\_\_\_  
 Date: DEC 01 2022  
 Time: 9:20 AM  
 Control No. 2022-12-002



**Participants: General Administration And Supervision: Organizational Management And Leadership Training**

<b>Name Of Participants</b>	<b>Position</b>	<b>SEX</b>
1. Datuan M. Magon	Focal Person For Remacademy	Male
2. Ansari B. Alab	Vice President For Academic Affairs	Male
3. Hamana U. Sinnagkad	College Secretary	Male
4. Thor D. Guialal	Planning Officer	Male
5. Al-Zahar D. Saiden	Budget Officer/Facilitator	Male
6. Ibrahim T. Macmod	Student Affairs Coordinator	Male
7. Almoner Abdaho	Faculty	Male
8. Abdulaziz B. Talib	Executive Assistant	Male
9. Dante G. Mulod	Cashier	Male
10. Zacaria M. Matutin	Administrative Assistant Vi (Accounting)	Male
11. Radzma T. Mingkat	HR/Records Officer	Female
12. Hadijah A. Abutazil	Faculty	Female
13. Jimmy P. Noyan	Supply Officer	Male
14. Mohamad Siddiq U. Saeed	Faculty	Male
15. Romina Matidtig	Faculty	Female
16. Kiram A. Ahmad	Faculty	Male
17. Hamsa M. Mabang	Faculty	Male
18. Samson S. Buansay	Faculty	Male
19. Taukan M. Salugungan	Faculty	Male
20. Saguir M. Akil	Faculty	Female
21. Jasmerina L. Kasan	Faculty	Female
22. Morsid U. Guiapal	Faculty	Male
23. Omaira N. Ukom	Scholarship Coordinator	Female
24. Molox Ukat	Faculty	Male
25. Sakina Abid	Faculty	Female
26. Alarin Kamama	Admission	Male
27. Renon Mingkat	Faculty	Male
28. Speaker	Speaker	
29. Provision		
30. Provision		

## INDICATIVE PROGRAM OF ACTIVITIES

<b>Day 1   December 4, 2022</b>		
8:00 am	Arrival or Participants and registration	Secretariat/Facilitator
	Invocation/Reading Qur'an	<b>Ust. Kiram Ahmad</b>
	Welcome Address/Opening Remarks	<b>Datuan M. Magon, Jr</b> <i>Focal Person</i>
	Acknowledgement of Participants and Guests	<b>Facilitator</b>
	Words of Wisdom	<b>Ust. Mohammad Siddiq Saeed</b>
	Rationale	<b>Engr. Al-zahar Saiden</b>
	Message	<b>DG Marjuni M. Maddi</b> <i>Director General-Higher Education</i>
	Presentation of House Rules Photo OPS	<b>Facilitator</b>
10:30 am	Snacks	
<b>Session 1: Overview of organizational Management</b>		
	Introduction of the 1 <sup>st</sup> Speaker	<b>Facilitator</b>
10:30-11:30 am	Lectures	<b>Resource Speaker</b>
11:30-12:00 nn	Workshop	
	Lunch/Duhor prayer	
1:00-1:30pm	Continuation of workshop	<b>1<sup>st</sup> speaker</b>
<b>Session 2: Define, enumerate and elaborate organization and job description</b>		
	Introduction of the 2 <sup>nd</sup> Speaker	<b>facilitator</b>
1:30pm-2:30pm	Lecture	<b>Resource speaker</b>
2:30pm-4:30pm	Workshop (w/ snacks)	
5:00pm	Summary of the day's activities	
<b>Day 2   December 5, 2022</b>		
6:00-8:00	Breakfast	
	Recap of the yesterdays' activity	
	<b>Session 3: Develop the skills of management and leadership</b>	
	Introduction of the 3 <sup>rd</sup> Speaker	
	Lectures and Workshop with snacks	
12:00nn	Lunch/Duhor prayer	
<b>Session 4: A leader and a boss and a manager</b>		
1:10pm-5:00pm	Presentation of Outputs	
	Summary of today's activities	
<b>Day 3   December 6, 2022</b>		
6:00-8:00am	Breakfast	
	Invocation	
	Recap of the yesterdays' activity	
	<b>Closing Program</b> Impressions	<b>-Selected Participants -Guest -RMGA head</b>
	Awarding of Certificates and Special Awards	
	Closing Message	<b>Datuan M. Magon Jr.</b> <i>Focal Person</i>
	Group Photo	
***Home Sweet Home***		