



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. 1509
 Series of 2022

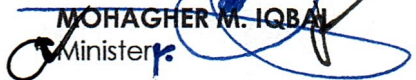
RELEASED

BY: Hajir
 DATE: DEC 12 2022
 TIME: 2:30 P.M.
 Ctrl. No. 2022-12-096

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

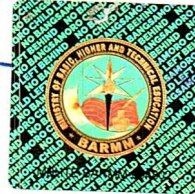
ATTENTION : ABDULLAH P. SALIK, JR., Director General for Basic Education

DIVISION HUMAN RESOURCE MANAGEMENT OFFICERS
 DIVISION ADMINISTRATIVE OFFICERS

FROM :  MOHAGHER M. IQBAL
 Minister

SUBJECT : INVENTORY OF ITEMIZED PERSONNEL IN THE 11 SCHOOLS DIVISIONS

DATE : December 2, 2022



1. The Ministry of Basic, Higher and Technical Education continuously aspires to improve its system which shall aid in real-time reporting and expedite reports generation. In the interim, we would like to ensure that we have in our possession an **UPDATED AND RELIABLE RECORD** of our human resources.
2. In view hereof, you are hereby directed to submit an inventory of personnel of each of the schools in your respective division as of November 2022. This shall include all personnel with appointment and those who are under Contract of Service (Parateachers).
3. Kindly use the template which can be accessed and downloaded through this link: bit.ly/3gTHFGp; and submit the signed copy to this Office through the Human Resource Management Division **on or before 21 December 2022**. In order to ensure the veracity of your report, please submit also a Flash Drive containing the same report per school.
4. Please transmit your official report per your Division for proper and easier consolidation. Individual or per school submission to the Regional Office shall not be entertained.
5. For information and strict compliance.

CC: HRMD

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: Mark
 Date: DEC 12 2022
 Time: 2:35 PM
 Control No. 2022-12-096

