



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. 102
 Series of 2023

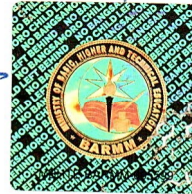
TO : **ALL MBHTE CONTRACT OF SERVICE PERSONNEL**

ATTENTION : **ALL DIRECTOR GENERALS
 ALL DIVISION & SECTION HEADS**

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

RELEASED
 BY: Hajiri
 DATE: 02 FEB 2023
9:00 AM
 Ctrl. No. 2023-02-186

FROM : **MOHAGHER M. IQBAL**
 Minister



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: FEB 02 2023
 Time: 9:40 AM
 Control No. 2023-02-186

SUBJECT : **GUIDELINES FOR THE MBHTE CONTRACT OF SERVICE PERSONNEL**

DATE : 01 February 2023

1. This memorandum is hereby released in view of the recent renewal of contracts of all Contract of Service (CoS) Personnel under the Ministry of Basic, Higher and Technical Education.
2. Please be strictly guided that all CoS Personnel **must report directly to the Division/Section/Unit respectively assigned and indicated in your respective contract** to avoid any hamper or delay of works due to the unfollowed staffing pattern set by the Ministry. Also, all CoS personnel must **directly report under their immediate supervisor or division/section/unit head.**
3. To ensure proper working ethics and adherence to the ministry's monitoring of personnel policies, please be advised that salaries will only be released if the following are complied with:
 - Daily Time Record duly signed by their immediate supervisor or head
 - Accomplishment Report
4. Failure to comply herewith shall be dealt with proper administrative actions and reprimanding measures.
5. This memorandum shall take effect immediately.

