



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. 1540
 Series of 2022

RELEASED

BY: Nadijah
 DATE: 29 DEC 2022
 TIME: 4:51 PM
 Ctrl. No. 2022-12-135

TO : ALL MBHTE COS AND JO REGIONAL OFFICE EMPLOYEES

FROM :  **MOHAGHER M. IQBAL**
 Minister



SUBJECT : **DUTIES AND FUNCTIONS OF MBHTE COS AND JO REGIONAL OFFICE EMPLOYEES**

DATE : December 29, 2022

1. In view of the renewal of contracts in January 2023, the Office of the Minister hereby directs all Contract of Service and Job Order personnel of the Ministry of Basic, Higher and Technical Education to submit **a justification or document stating their duties and functions based on their respective office's mandate.**
2. The documents must be endorsed and submitted by their immediate supervisor to the Office of the Admin Division for further assessment and evaluation.
3. The **deadline for submission will be on January 5, 2023.**
4. For information, dissemination, and strict 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
 JOHAIRISH APRIL U. KUSAIN
 By: _____
 Date: DEC 29 2022
 Time: 4:55 PM
 Control No. 2022-12-135

