



**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. 258  
 Series of 2023

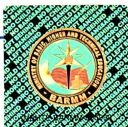
**RELEASED**

BY: Hajani  
 DATE: 05 APR 2023  
 TIME: 8:05 am  
 Ctrl. No: 2023-04-038

TO : **HARON S. MELING**, Deputy Minister  
**ABDULLAH P. SALIK, JR.**, Director General for Basic Education  
**PROF. TAHIR G. NALG, MAIS**, Director General for Madaris Education  
**MARJUNI M. MADDI**, Director General for Higher Education  
**RUBY ANDONG**, Director General for Technical Education  
**ALL OTHERS CONCERNED**

FROM :

  
**MOHAGHER M. IQBAL**  
 Minister



SUBJECT :

**MBHTE ORGANIZATION FUNCTIONAL DESIGN WORKSHOP**

DATE :

March 31, 2023

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: Janet  
 Date: APR 11 5 11/23  
 Time: 10:10 PM  
 Control No: 2023-04-038

1. The Education Pathways to Peace in Mindanao will provide technical assistance (TA) through its service provider in designing and conducting workshops that will enable the Ministry of Basic, Higher and Technical Education's (MBHTE) offices and actors to collaboratively identify and define functions required by the mandates of their offices at the regional level. The TA team is expected to identify possible overlaps, redundancies, gaps in the different functions across the MBHTE, both at the vertical and horizontal levels, and recommend organizational and human resource (HR) solutions to address these overlaps, redundancies, and gaps.
2. As an initial activity, a joint co-design workshop for Pathways' TA to the MBHTE on Quality Improvement and on Structure and Functional Design was conducted last March 7-9, 2023. As a result, teams had been created to participate in forthcoming activities for co-designing of functional designs for the different directorates and offices in the Ministry.
3. In line with this, representatives from the four (4) Directorates have been identified to attend the **Function Design Workshop** scheduled for **April 11-14, 2023** in Cotabato City (specific venue shall be communicated directly to the participants once finalized).
4. This activity aims to:
  - a. present operating principles of organizational design;
  - b. orient representatives of the different functional units of the four (4) Directorates on the outputs and outcomes of the Joint Inception Workshop and the initial activities planned by the Organization Design Team (ODT);
  - c. collaboratively develop and refine the draft functional roles and responsibilities started in 2022; and
  - d. surface overlaps, gaps, and other issues on structure and functions that affect day-to-day operations.
5. Should you have concerns, kindly contact Lizette Ilaga, Project Coordinator, at mobile no. 0915-136-8401 or email [Ls.ilaga09@gmail.com](mailto:Ls.ilaga09@gmail.com) and/or Raphael Emperio, at mobile number 0955-948-0580 or email [raphywilliams789@gmail.com](mailto:raphywilliams789@gmail.com).
6. For immediate dissemination and strict compliance.



**Annex A. List of Participants for the MBHTE Organization Functional Design Workshop**

| No. | Name                       | Designation                            | Office                 |
|-----|----------------------------|--|------------------------|
| 1.  | Haron S. Meling            | Deputy Minister                        | Office of the Minister |
| 2.  | Abdullah Salik, Jr.        | Director General                       | Basic Education        |
| 3.  | Tahir Nalg                 | Director General                       | Madaris Education      |
| 4.  | Marjuni Maddi              | Director General                       | Higher Education       |
| 5.  | Ruby Andong                | Director General                       | Technical Education    |
| 6.  | Petronilo Cristobal, Jr.   | Communications Officer                 | Basic Education        |
| 7.  | Hasmin Sangka              | Executive Assistant                    | Basic Education        |
| 8.  | Margie Pendulat            | Chief of QAD                           | Basic Education        |
| 9.  | Jonaifah Interino          | QAD                                    | Basic Education        |
| 10. | Dr. Alkhan Sangkula        | Director - SPED                        | Basic Education        |
| 11. | Safiya Sugala-Unggas       | SPED                                   | Basic Education        |
| 12. | Omar Gani                  | SPED                                   | Basic Education        |
| 13. | Dr. Yusoph Thong Amino     | Director - Sports                      | Basic Education        |
| 14. | Norlinah I. Tucaio         | Sports                                 | Basic Education        |
| 15. | Rowena Iba                 | Sports                                 | Basic Education        |
| 16. | Camilo Bangcola            | EPS 2                                  | Basic Education        |
| 17. | Hafsah C. Dimakuta         | MnE                                    | Basic Education        |
| 18. | Dr. Daud Kadon             | ALS                                    | Basic Education        |
| 19. | Mohammad Faisal Dimalen    | ALS - Regional Focal Person            | Basic Education        |
| 20. | Ahmed Aleef Pulong         | ALS - Admin Asst. II                   | Basic Education        |
| 21. | Julasad S. Arsad           | ALS - ADA II                           | Basic Education        |
| 22. | Jihan G. Dilawen           | ALS - Teacher I                        | Basic Education        |
| 23. | Dayansalong Maruhom        | ALS - Teacher I                        | Basic Education        |
| 24. | Jemraisa Mangkong          | ALS EPS I                              | Basic Education        |
| 25. | Judith Caubalejo           | Director I, IPED                       | Basic Education        |
| 26. | Johnny Balawag             | Director, Basic Education              | Basic Education        |
| 27. | Yul Olaya                  | Chief, Curriculum and<br>Instuctions   | Basic Education        |
| 28. | Dr. Alizabrie Sungka       | Chief, School Management<br>Division   | Basic Education        |
| 29. | Imelda S. Sombrito         | Regional IG Focal Person               | Basic Education        |
| 30. | Shaira S. Abedin           | ADAS I                                 | Basic Education        |
| 31. | Asraidah H.N. Amenoding    | Admin                                  | Madaris Education      |
| 32. | Kadiguia R. Mamadra        | Finance                                | Madaris Education      |
| 33. | Jihan L. Abdulrasid        | M&E                                    | Madaris Education      |
| 34. | Norhaine S. Candao         | ISAL                                   | Madaris Education      |
| 35. | Mohtar H. Salik            | Curriculum                             | Madaris Education      |
| 36. | Dr. Maimona D. Bayan       | LRMDS                                  | Madaris Education      |
| 37. | Ralph Jassani Salah        | Accreditation                          | Madaris Education      |
| 38. | Abehurayra A. Abdulgani    | Planning                               | Madaris Education      |
| 39. | Rayhana M. Abdulsalam      | Certification                          | Madaris Education      |
| 40. | Sandra S. Karim            | Executive Assistant                    | Madaris Education      |
| 41. | Montazer Ali Akbar M. Gani | Teacher Development                    | Madaris Education      |
| 42. | Rowel Dumanglas            | Senior Education Program<br>Specialist | Higher Education       |
| 43. | Maria Florida M. Glang     | Acting HRMO of Higher<br>Education     | Higher Education       |
| 44. | Aisah M. Salem             | SEPS                                   | Higher Education       |
| 45. | Maraga S. Hadjirashed      | Administrative Officer V               | Higher Education       |
| 46. | Faida Latip                | Supervising TESD Specialist            | Technical Education    |

**Annex B.** Activity flow for the “MBHTE Organization Functional Design Workshop”

| Time  | Session Title / Objectives / Detailed flow   | Resource Person/Facilitator        |
|---|--|------------------------------------|
| <b>Day 1</b>  |  |                                    |
| 7:00am  | <b>Registration</b>  | <b>Pathways</b>                    |
| 7:30am  | <b>Opening Ceremony</b>  | <b>Dada/Noemi</b>                  |
|   | <ul style="list-style-type: none"> <li>● Prayer</li> <li>● National Anthem</li> <li>● Bangsamoro Hymn</li> </ul>   |                                    |
|   | <b>GTKY</b>  | <b>Lei/Vives</b>                   |
| 8:30am  | <b>Workshop Context</b>  | <b>Dada</b>                        |
|   | <ul style="list-style-type: none"> <li>● Review of joint workshop results/outputs</li> <li>● TA objectives</li> <li>● Review of Organization Design Principles</li> <li>● Workshop Flow</li> </ul>   |                                    |
| 10:30am (with 30-minute break at 12:00 pm)  | <b>Breakout (group will be divided into the 4 directorates)</b>  | <b>All consultants as assigned</b> |
|   | <p><b>Levelling:</b></p> <ol style="list-style-type: none"> <li>1. Consultant presents to her assigned group the objectives of the succeeding sessions</li> <li>2. Agreements are to be made regarding participants expected from office concerned, and schedule (day &amp; time) during the next three days that will require their attendance</li> </ol> |                                    |
|   | <p><b>Workshop 1: Stakeholders</b></p> <ul style="list-style-type: none"> <li>● Review of outputs from previous functional design workshop</li> <li>● Highlight data from outputs that may be used in validating the directorate and offices' stakeholders</li> <li>● Discuss and agree on stakeholder map</li> </ul>                                      |                                    |
| 3:00pm  | <b>End of day recap/instructions for the following day</b>   |                                    |
| <p><b>Days 2-4 will be done per directorate and its different offices, and facilitated by assigned consultant. Schedules are flexible depending on work that needs to be done. Therefore, one directorate may finish earlier than the others, for as long as outputs have been delivered. Design flow is a guide.</b></p> |  |                                    |
| <b>Day 2</b>  |  |                                    |
| <b>Time</b>   | <b>Session Title / Objectives / Detailed flow</b>  | <b>Resource Person/Facilitator</b> |



| Time    | Session Title / Objectives / Detailed flow   | Resource Person/Facilitator |
|---------|--|-----------------------------|
| 7:30 am | <b>Morning Prayer</b><br><b>Recap/Energizer</b><br><b>Short Teambuilding Activity</b>  | <b>Assigned Consultant</b>  |
| 8:30am  | <b>Workshop 2: Statement of Purpose &amp; KRAs</b> <ul style="list-style-type: none"> <li>● Review of Stakeholder Map (to identify priority needs to be met by the office)</li> <li>● Statement of Purpose &amp; KRA: Inputs</li> <li>● Preparation of statement of purpose</li> </ul> |                             |
| 12:00   | <b>Break</b>   |                             |
| 12:30   | <ul style="list-style-type: none"> <li>● Presentation per office of their crafted statement</li> <li>● Interactive discussion to provide feedback for improvement</li> <li>● Finalize Statement of Purpose (Directorate and offices) and KRAs</li> </ul>                               |                             |
| 2:30    | <b>End of day recap/instructions for the following day</b>   |                             |

**Day 3**

|       |  |  |
|-------|--|--|
| 7:30  | <b>Morning Prayer</b><br><b>Recap/Energizer</b><br><b>Short Teambuilding Activity</b>  |  |
| 8:30  | <b>Review of previous day's outputs</b><br><br><b>Workshop3: Definition of Functions &amp; Outputs</b> <ul style="list-style-type: none"> <li>● <b>Preparation of functions and outputs</b> <u>Guide Questions</u> – what we are currently doing; how well are we doing these?; what we should be doing (mandate); what are we still not able to do as mandated; how can we close the gaps?</li> <li>● Drafting of functional statements</li> <li>● Identification of outputs</li> </ul> |  |
| 12:00 | <b>Break</b>   |  |
| 12:30 | <b>Processing</b> <ul style="list-style-type: none"> <li>● Plenary presentation of statements for clarification</li> <li>● Finalize statements</li> </ul>  |  |
| 2:30  | <b>End of day recap/instructions for the following day</b>   |  |

**Day 4**

| Time    | Session Title / Objectives / Detailed flow   | Resource Person/Facilitator |
|---------|--|-----------------------------|
|         | Breakfast and Registration   |                             |
| 7:30 am | <b>Morning Prayer</b><br><b>Energizer</b>  |                             |
| 8:00am  | <b>Recap</b>   |                             |
| 8:30am  | <b>Workshop 4: Interface</b> <ul style="list-style-type: none"> <li>● Identification of areas of collaboration <ul style="list-style-type: none"> <li>○ Input/output</li> <li>○ Actionable item</li> </ul> </li> </ul> |                             |
| 12:00pm | <b>Break</b>   |                             |
| 12:30pm | <b>Cleaning Up of Outputs/Finalize statements</b><br><b>Next Steps</b><br><b>Evaluation</b>  |                             |