



**Republic of the Philippines**  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**Ministry of Basic, Higher and Technical Education**  
 Cotabato City



**Office of the Minister**

**OFFICE MEMORANDUM**

Order No. 403  
 Series of 2023

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

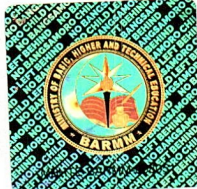
**RELEASED**

BY: [Signature]  
 DATE: 07 JUN 2023  
 TIME: 4:30 PM  
 Ctrl. No. 1023-06-057

**TO : LEGAL AND LEGISLATIVE LIAISON DIVISION**  
*This Ministry*

**FROM : HARON S. MELING**  
 Deputy Minister

*[Handwritten Signature]*



**SUBJECT : NOTICE OF MEETING**

**DATE : May 26, 2023**

1. Please be informed that the Ministry of Basic, Higher and Technical Education through the office of the Legal and Legislative Liaison Division will convene a meeting tomorrow, **May 31, 2023 at 10:00 AM to 03:00 PM** at the **LEGAL AND LEGISLATIVE LIAISON DIVISION** for the various concerns of the Ministry and other matters in the Division.
2. Agenda shall be discussed and presented in the meeting proper.
3. For compliance and immediate dissemination.

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: Mawon  
 Date: JUN 07 2023  
 Time: 11:35 PM  
 Control No. 1023-06-057





Meeting Agenda : Various Concerns  
Date : May 31, 2023/Wednesday Time :

#### MEETING FLOW

1. **Opening Remarks - Atty. Mojahid S. Guro**
  - Introduction
  - Overview of the meeting's objectives
    - *Review of Pending legal matters*
    - *Provide updates on ongoing cases, projects, and initiatives*
    - *Discuss progress, challenges, and any key decisions that need to be made*
    - *Allocate resources and assign tasks as necessary*
    - *Evaluate priorities, risks, and potential strategies for resolution*
    - *Determine action steps and assign responsibilities*
2. **Messages**
  - Atty. Dayang Akirah L. Sansarona
  - Atty. Hamida U. Mantikayan
3. **Updates on Cases per Assignments (Assigned Staff)**
  - LDS 1 & 2 and Marawi City Divisions
  - Mag 1 & 2 Divisions
  - Cotabato City Division
  - SGA Division
  - BaSulta and Lamitan City Divisions
4. **Updates on CPP Cascading**
  - LDS 1 & 2 Divisions
  - Sulu Division
5. **Team Collaboration and Communication**
  - Discuss team collaboration, including communication tools and processes
  - Share best practices and identify areas for improvement
  - Address any challenges or concerns related to teamwork
6. **Open Discussion and Q&A**
7. **Action Items and Next Steps**
  - Summary of action items and decisions made during the meeting
  - Clarification of responsibilities, deadlines, and follow-up actions
8. **Closing**
  - Recap of the main outcomes and highlights of the meeting
  - Setting the date, time, and topic for the next meeting

Proposed by:

Atty. Mojahid S. Guro  
Chief Legal Officer