



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

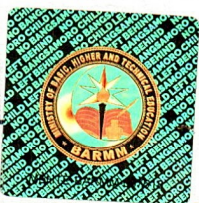
No. 331
 Series of 2023

RELEASED

BY: Nadjiah
 DATE: 12 MAY 2023
 TIME: 10:00 Am
 Ctrl. No. 2023-05-131

TO : **HARON S. MELING**, Deputy Minister
MONETTE E. ESTACIO-KARI, Chief, Human Resource Management Division
JOURDAN K. PANGILAN, Chief, Planning, Policy and Research Division
MILDRED ABAS, HR Consultant
FATIMA ADZA, HR Consultant
OFFICE OF THE MINISTER ORGANIZATIONAL DESIGN TEAM (See Annex)

FROM :  **MOHAGHER M. JQBAL**
 Minister



SUBJECT : **CORRIGENDUM TO THE MBHTE REGIONAL MEMORANDUM NO. 210, S. 2023**

DATE : May 10, 2023

1. This has reference to the issued MBHTE Regional Memorandum No. 210, s. 2023 dated March 10, 2023, regarding the **MBHTE Office of the Minister (OMin) Workshop or Pathways' Technical Assistance on Structure and Functional Design.**
2. After the postponement of said activity, please be informed that it will push through on **May 16-19, 2023** in Cotabato City (specific venue shall be communicated directly to participants once finalized).
3. Attached is the updated list of participants and program flow for information and reference.
4. Succeeding coaching/consultation sessions will follow upon agreed dates and timelines with the different Functional Units of OMin for the remainder of May 2023 until June 30, 2023.
5. Should you have concerns, kindly contact Lizette Ilaga, Project Coordinator, at mobile no. 0915-136-8401 or email at Ls.ilaga09@gmail.com and Raphael Emperio, at mobile number 0955-948-0580 or email at raphywilliams789@gmail.com.
6. For information, guidance, 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
 By: Jam
 Date: MAY 12 2023
 Time: 10:05 Am
 Control No. 2023-05-131



Annex B. Activity flow for the “MBHTE OMin Organization Functional Design Workshop per Division”

Time	Session Title / Objectives / Detailed flow	Resource Person/Facilitator
<p>7:00am</p> <p>7:30am</p> <p>8:00 am - 10:00 am</p>	<p>Registration</p> <p>Opening Ceremony</p> <ul style="list-style-type: none"> ● Prayer ● National Anthem ● Bangsamoro Hymn <p>GTKY</p> <p>Workshop Context</p> <ul style="list-style-type: none"> ● Review of joint workshop results/outputs ● TA objectives ● Review of Organization Design Principles ● Workshop Flow 	<p>Pathways</p> <p>Dada/Noemi</p> <p>Lei</p> <p>Dada</p>
<p>Sessions will be done per Functional Unit and its offices, and facilitated by an assigned consultant. Schedules are flexible depending on work that needs to be done. Therefore, one Functional Unit/office may finish earlier than the others, for as long as outputs have been delivered. Design flow is a guide.</p>		
<p>10:15 am</p>	<p>Breakout (group will be divided into Divisions/ Functional Offices/directorates)</p> <p>Levelling:</p> <ol style="list-style-type: none"> 1. Consultant presents to assigned group the objectives of the succeeding sessions 2. Agreements are to be made regarding participants expected from office concerned, and schedule (day & time) <p>Workshop 1: Stakeholders</p> <ul style="list-style-type: none"> ● Review of outputs from previous functional design workshop 	<p>All consultants as assigned</p>

Time	Session Title / Objectives / Detailed flow	Resource Person/Facilitator
	<ul style="list-style-type: none"> ● Highlight data from outputs that may be used in validating the directorate and offices' stakeholders ● Discuss and agree on stakeholder map 	
<p>11:30 am</p> <p>12:00 noon to 1:00 pm</p> <p>1:00 pm</p>	<p>Workshop 2: Statement of Purpose & KRAs</p> <ul style="list-style-type: none"> ● Review of Stakeholder Map (to identify priority needs to be met by the office) ● Statement of Purpose & KRA: Inputs ● Preparation of statement of purpose <p>Lunch Break</p> <p>Continuation of Workshop 2: Statement of Purpose & KRAs</p>	<p>Assigned Consultant</p>
<p>2:00 pm</p> <p>3:45 pm</p> <p>4:00 pm</p>	<p>Workshop 3: Definition of Functions & Outputs</p> <ul style="list-style-type: none"> ● Preparation of functions and outputs <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? ● Drafting of functional statements ● Identification of outputs <p>Break</p> <p>Continuation of writing of functions and outputs</p> <p>Processing</p> <ul style="list-style-type: none"> ● Plenary presentation of statements for clarification ● Finalize statements 	

Time	Session Title / Objectives / Detailed flow	Resource Person/Facilitator
4:45 pm - 5:00 pm	<ul style="list-style-type: none"> ● Presentation per office of their crafted statement ● Interactive discussion to provide feedback for improvement ● Finalize Statement of Purpose (Division/Functional Unit and offices) and KRAs <p>Next Steps / Next Consultation Dates</p> <p>Evaluation</p>	
May - June Succeeding Workshop/ Consultations per Division	<p>Workshop 4: Interface</p> <ul style="list-style-type: none"> ● Identification of areas of collaboration <ul style="list-style-type: none"> ○ Input/output ○ Actionable item <p>Cleaning Up of Outputs/Finalize statements</p>	

Annex A. List of Participants for the OMin Workshop for Pathways' technical Assistance on Structure and Functional Design

	Name	Designation	Office
1	Haron Meling	Deputy Minister	Office of the Deputy Minister
2	Aisah Ibrahim	Deputy Minister's Secretary	Office of the Deputy Minister
3	Atty. Sittie Mariam Balahim	Assistant Regional Secretary	Office of the Minister
4	Yasmin Amil	Education Program Specialist	Office of the Minister
5	Saddam Tambungalan	Chief of Payroll Section	Human Resource and Management Division
6	Santhalia Abdullah	Supervisor Administrative Officer	Property and Supply Section
7	Baijashmaine Panda	Executive Assistant I	Office of the Minister
8	Farhana Abohoraira	Administrative Officer IV	Procurement Section
9	Jourdan K. Pangilan	Chief of Planning Division	Planning Division
10	Mohammad Harris M. Ilon	Planning Officer IV	Planning Division
11	Benamine Ubpon	Planning Officer III	Planning Division
12	Sittie Hannah Adza	Planning Officer II	Planning Division
13	Salvador Antonio Torre	Education Research Assistant II	Planning Division
14	Monette E. Kari	Chief of Human Resource and Management Division	Human Resource and Management Division
15	Helen Piol	Senior Education Program Specialist	Human Resource and Management Division
16	Dr. Mildred Abas	HR Consultant	Human Resource and Management Division
17	Dr. Fatima I. Adza	HR Consultant	Human Resource and Management Division
18	Amerlyn Trasga	HR Study Group Staff	Human Resource and Management Division
19	Jeahan Abas	Consultant HR Development Section	Human Resource and Management Division
20	Mobarak Pandi	Chief of Information and Communication Division	Information and Communication Division
21	Sittie Johara Guro	Chief of Internal Audit	Internal Audit
22	Esmaera Nasa	Internal Auditor III	Internal Audit
23	Atty. Mojahid Guro	Chief of Legal Division	Legal Division
24	Atty. Dayang Akirah Sansarona	Attorney IV	Legal Division
25	Rhyan Saesar Zabate	Legal Staff	Legal Division

26	Haron Salah	Chief of Information Technology	Information Technology Section
27	Al-jazeed Languinab	Administrative Assistant	Information Technology Section
28	Maisarah Mantil	Administrative Assistant IV	Information Technology Section
29	Raden Ayob	Administrative Aide II	Information Technology Section
30	Abdulsaddam Pinagayao	Administrative Aide II	Information Technology Section
31	Jean Balodo	Accounting Section Staff	Accounting Sec - Finance Division
32	Tarhata Mla	Administrative Officer V	Budget Section - Finance Division
33	Helmia Salik	Information Systems Analyst II	Budget Section - Finance Division
34	Novie Lyn Buendia	Chief of Finance Division	Finance Division
35	Nurhaynee Noor	Administrative Officer V	Finance Division
36	Abdul Raffi Abas	Chief of Education Support Division	Education Support Division
37	Mohammad Asqar Guialil	Engineer I	Education Support Division
38	Alfaddar Pajiji	Chief of Disaster Risk Reduction Management	Education Support Division
39	Samera Monib	Chief of Administrative Division	Administrative Division
40	Jalikhha Baguinda	Administrative Officer III	Administrative Division