



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. 406
 Series of 2023

RELEASED

BY: Hajir
 DATE: 09 JUN 2023
 TIME: 10:10 A.M
 Ctrl. No: 2023-06-062

TO : **HARON S. MELING**, Deputy Minister
ABDULLAH P. SALIK, JR., Director General for Basic Education
PROF. TAHIR G. NALG, Director General for Madaris Education
MARJUNI MADDI, Director General for Higher Education
RUBY ANDONG, Director General for Technical Education
MILDRED ABAS, HR Consultant
MONETTE E. ESTACIO-KARI, Chief, Human Resource Management Division
JOURDAN K. PANGILAN, Chief, Planning, Policy and Research Division

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: Mamon
 Date: JUN 09 2023
 Time: 10:15 AM
 Control No: 2023-06-062

SUBJECT : **ORGANIZATIONAL FUNCTIONAL DESIGN TECHNICAL ASSISTANCE TO THE MBHTE**

DATE : June 7, 2023

1. The Pathways Program continues to provide technical assistance through its service provider in facilitating the workshops and consultations that will enable the MBHTE offices and actors to collaboratively identify and define functions required by the mandates of their offices at the regional level.
2. As a continuing activity from the Subsector Functional Design activities held last April 11-14 and June 6-9, 2023, and the OMin Functional Design last May 17-19, 2023, succeeding consultations/workshops will be conducted for the subsectors and Office of the Minister (OMin) offices. These consultations/workshops aim to:
 - a. validate and finalize initial outputs prepared and submitted by the different offices aligned with operating principles of organizational design;
 - b. collaboratively review the functional roles and responsibilities within the subsector and Omin Functions; and
 - c. surface overlaps, gaps, and other issues on structure and functions that affect day-to-day operations.
3. These consultations/workshops are scheduled as specified below:

Office/s	Dates	Venue
DGHE	13-15 June, 2023 (Inclusive of Travel Dates) ✓ June 13 AM Travel in ✓ June 15 Return to base	Davao





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OMin 1. HR 2. IAD 3. ICD 4. Legal	13-16 June, 2023 (Inclusive of Travel Dates) June 13 AM Travel in June 16 Return to base	Davao
Sub-Sector DGME	19 – 20 June 2023 For DGME ✓ June 18 Travel in ✓ June 21 Return to base	Davao
OMin 1. Planning 2. ESD	20 – 21 June 2023 For Planning Div and ESD ✓ June 19 Travel in ✓ June 22 Return to base	Davao
OMin 1. Planning DGBE - QAD	June 21, 2023 For QAD Pax ✓ June 20 Travel in ✓ June 22 Return to base	Davao
OMin 2. Finance 3. Admin	July 7, 2023	Cotabato
DGBE	July 10-12, 2023	Cotabato

4. Outputs from these workshops will serve as input data to be used by the TA Team to be able to identify possible overlaps, redundancies, gaps of the different functions across the MBHTE, both at the vertical and horizontal levels, and recommend organizational and HR solutions to address these overlaps, redundancies, and gaps.
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 immediate dissemination and strict compliance.

Annex A. List of Participants of the ff:

Annex A.1 List of Participants – “DGHE Cluster MBHTE Organization and Functional Design Workshop” June 13-15, 2023, in Davao City (inclusive of travel dates)

#	Name	Designation	Office
1	Marjuni Maddi	Director General	Higher Education
2	Rowell Dumanglas	Senior Education Program Specialist	Higher Education
3	Maria Florida M. Glang	Acting HRMO of Higher Education	Higher Education
4	Aisah M. Salem	Senior Education Program Specialist	Higher Education
5	Maraga S. Hadjirashed	Administrative Officer V	Higher Education

Annex A.2 List of Participants – “OMin Cluster MBHTE Organization and Functional Design Workshop” June 13-16, 2023, in Davao City (inclusive of travel dates)

#	Name	Designation	Division
1	Atty. Mojahid Guro	Chief of Legal Division	Legal Division
2	Rhyan Saesar Zabate	Legal Assistant	Legal Division
3	Atty. Dayang Akirah Sansarona	Atty. IV	Legal Division
4	Mobarak Pandi	Chief, Information and Communications Division (ICD)	ICD
5	Haron Salah	Chief, ICD-Information and Technology Section	ICD
6	Rahma Chio	Chief, ICD-Media Affairs and Editorial Section (MAES)	ICD
7	Maisarah Mantil	ADAS	ICD
8	Al-Amen Mohamad	Communications Assistant	ICD
9	Johairish April Kusain	Communications Assistant	ICD
10	Quevin Caballero	Communications Assistant	ICD
11	Sophia Juanday	Education Program Specialist	HRMD
12	Monette Estacio - Kari	Chief, Human Resource and Management Division	HRMD
13	Eskak Mohammad	HR - Retirement	HRMD
14	David Roy Calzado	TCE I	HRMD
15	CTRozzhanara Pangilamen	TCE I	HRMD
16	Guiaria Dagadas	HRMD III	HRMD
17	Saddam Tambungalan	ITO I	HRMD
18	Helen Piol	SEPS	HRMD
19	Atty. Sittie Johaira Guro, CPA	IA V	IAD
20	Princess Rohana Guro	ADAS V	IAD
21	Sitti Berkis Abdurasid	IA I	IAD
22	Sa-Eed Bangon	ADA VI	IAD
23	Harisa Sabal	ADAS V	IAD
24	Farhana Abdulkadir	IA I	IAD

Annex A.3 List of Participants – “DGME - Cluster MBHTE Organization and Functional Design Workshop” June 18-21, 2023, in Davao City (inclusive of travel dates)

#	Name	Designation	Office
1	Prof. Tahir Nalg	Director General	Madaris Education
2	Jihan L. Abdulrasid	M&E	Madaris Education
3	Norhaine S. Candao	ISAL	Madaris Education
4	Mohtar H. Salik	Curriculum	Madaris Education
5	Dr. Maimona D. Bayan	LRMDS	Madaris Education
6	Ralph Jassani H. Salah	Accreditation	Madaris Education
7	Abehurayra A. Abdulgani	Planning	Madaris Education
8	Rayhana M. Abdulsalam	Certification	Madaris Education
9	Sandra S. Karim	Executive Assistant	Madaris Education
10	Montazer Ali Akbar M. Gani	Teacher Development	Madaris Education
11	Kadiguia R. Mamadra	Finance	Madaris Education
12	Asraidah H.N. Amenoding	Admin	Madaris Education

Annex A.4 List of Participants – “Planning Division, and Education Support Division - Cluster MBHTE Organization and Functional Design Workshop” June 19-22, 2023, in Davao City (inclusive of travel dates)

#	Name	Designation	Office
1	Jourdan K. Pangilan	Chief of Planning Division	Planning Division
2	Mohammad Harris M. Ilon	Planning Officer IV	Planning Division
3	Sittie Hannah Adza	Planning Officer II	Planning Division
4	Salvador Antonio Torre	Education Research Assistant II	Planning Division
5	Benamine Ubpon	Planning Officer III	Planning Division
6	Abdul Raffi Abas	Chief of Education Support Division	Education Support Division
7	Alfhadar Pajiji	Chief of Disaster Risk Reduction Management	Education Support Division

Annex A.5 List of Participants – “QAD - Cluster MBHTE Organization and Functional Design Workshop” June 20-22, 2023, in Davao City (inclusive of travel dates)

#	Name	Designation	Office
1	Margie Pendulat	Chief of Quality assurance Division	Basic Education
2	Nor-ain S. Sani	QAD	Basic Education
3	Elma L. Maliga	QAD	Basic Education
4	Clarissa Kempao	QAD	Basic Education
5	Crisalyn Miraato	QAD	Basic Education
6	Norilyn Sabdulah	QAD	Basic Education
7	Camilo Bangcola	QAD	Basic Education

Annex A.6 List of Participants – “Finance and Admin Division - Cluster MBHTE Organization and Functional Design Workshop” July 7 , 2023, in Cotabato City

#	Name	Designation	Office
1	Novie Lyn Buendia	Chief of Finance Division	Finance Division
2	Jean Balodo	Accounting Section Staff	Accounting Sec - Finance Division
3	Tarhata Mla	Administrative Officer V	Budget Section - Finance Division
4	Helmia Salik	Information Systems Analyst II	Budget Section - Finance Division
5	Nurhaynee Noor	Administrative Officer V	Finance Division
6	Samera Monib	Chief of Admin Division	Admin Division
7	Dureza Ann Romasanta	Head of Records Section	Admin Division
8	Santhalia Abdullah	Head of Property and Supply	Admin Division
9	Farhana Abohoraira	Head of Procurement Section	Admin Division
10	Jalikhha Baguinda	Head of General Services	Admin Division
11	Mike Sinarimbo	Head of Compliance Section	Admin Division

Annex A.7 List of Participants – “DGBE - Cluster MBHTE Organization and Functional Design Workshop” July 10-12, 2023, in Cotabato City

#	Name	Designation	Office
1	Abdullah Salik Jr.	Director General	Basic Education
2	Margie Pendulat	Chief of QAD	Basic Education
3	Yul Olaya	Chief, Curriculum and Learning	Basic Education
4	Dr. Alizabrie Sungka	Chief, School Management Division	Basic Education
5	Dr. Johnny Balawag	Director, Bureau of Basic Education	Basic Education
6	Alkhan Sangkula	Director I, SPED	Basic Education
7	Judith Caubalejo	Director I, IPED	Basic Education
8	Yusoph Thong Amino	Director I, Sports	Basic Education
9	Daud Kadon	Director I, ALS	Basic Education
10	Petronilo Cristobal, Jr.	Communications Officer	Basic Education
11	Safiya Sugala-Unggas	SPED	Basic Education
12	Norlinah I. Tucaio	Sports	Basic Education
13	Camilo Bangcola	EPS 2	Basic Education
14	Mohammad Faisal Dimalen	ALS - Regional Focal Person	Basic Education
15	Ahmed Aleef Pulong	ALS - Admin Asst. II	Basic Education
16	Julasad S. Arsad	ALS - ADA II	Basic Education
17	Jihan G. Dilawen	ALS - Teacher I	Basic Education
18	Imelda S. Sombrito	Regional IG Focal person	Basic Education
19	Shaira S. Abedin	ADAS I	Basic Education
20	Nor-ain S. Sani	QAD	Basic Education

21	Elma L. Maliga	QAD	Basic Education
22	Clarissa Kempao	QAD	Basic Education
23	Aura Abarico	T-1/RPC	Basic Education
24	Welma Vertido	EPS 2	Basic Education
25	Ahmad Yusuf F. Ali	EPS 2	Basic Education
26	Crisalyn Miraato	Head of Data Management Section	Basic Education
27	Norilyn Sabdulah	QAD	Basic Education

Annex B. Program flow of the ff:

Annex B.1. June 13 - 14 - DGHE (Davao)

Time	Session Flow	Facilitator
June 13 - Day 1 of DGHE		
8:00 am	Preliminary Activities	Ma. Felda C. Alarkon, Elvie Jo C. Robis
9:00 am - 12:00 nn	Session 1: Review of Past Outputs	Ma. Felda C. Alarkon, Elvie Jo C. Robis
12:00 - 1:00 pm	Lunch	
1:00 - 4:30 pm	Session 2: Unpacking of Functions - ODG Level vis-a-vis BARMM-wide mandates	Ma. Felda C. Alarkon, Elvie Jo C. Robis
June 14 - Day 2 DGHE		
8:00 am - 12:00 nn	Session 3: Unpacking of Functions - ODG Level to Division Level	Ma. Felda C. Alarkon, Elvie Jo C. Robis
12:00 nn - 1:00 pm	Lunch	
1:00 - 4:30 pm	Session 4: Analysis of Overlaps and Gaps; Discussion and Refining of Function Statements	Ma. Felda C. Alarkon, Elvie Jo C. Robis

Annex B.2. June 13 - 16 - OMin Cluster [HRMO, IAD, ICD, and LLDD] (Davao)

Time	Session Flow	Facilitator
June 13 - Day 1 of OMin Cluster (HRMO, IAD, ICD, LLDD)		
2:00 pm - 4:00 pm	Preliminary Activities	Ma. Victoria V. Alcoseba,

Time	Session Flow	Facilitator
		Ma. Lorelei M. Lava
June 14 - Day 2 of OMin Cluster (HRMO, IAD, ICD, LLDD)		
8:00 am - 12:00 nn	Session 1: Review of Past Outputs	Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava
12:00 - 1:00 pm	Lunch	
1:00 - 4:30 pm	Session 2: Unpacking of Functions - Ministry Mandate vis-a-vis Division level function	Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava
June 15 - Day 3 of OMin Cluster (HRMO, IAD, ICD, LLDD)		
8:00 am - 12:00 nn	Session 3: continuation Unpacking of Functions - Ministry Mandate vis-a-vis Division level function	Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava Ma. Felda C. Alarkon Elvie Jo C. Robis
12:00 - 1:00 pm	Lunch	
1:00 - 4:30 pm	Session 3: continuation Unpacking of Functions - Ministry Mandate vis-a-vis Division level function	Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava Ma. Felda C. Alarkon Elvie Jo C. Robis
June 16 - Day 4 of OMin Cluster (HRMO, IAD, ICD, LLDD)		
8:00 am - 12:00 nn	Session 4: Analysis of Overlaps and Gaps; Discussion and Refining of Function Statements Next Steps	Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava Ma. Felda C. Alarkon Elvie Jo C. Robis

Annex B.3. June 19 - 20 - DGME (Davao)

Time	Session Flow	Facilitator
June 19 - Day 1 of DGME		
8:00 am	Preliminary Activities	Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava Ma. Felda C. Alarkon Elvie Jo C. Robis
9:00 am - 12:00 nn	Session 1: Review of Past Outputs	Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava Ma. Felda C. Alarkon Elvie Jo C. Robis
12:00 - 1:00 pm	Lunch	
1:00 - 4:30 pm	Session 2: Unpacking of Functions - ODG Level vis-a-vis BARMM-wide mandates	Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava Ma. Felda C. Alarkon Elvie Jo C. Robis
June 20 - Day 2 DGME		
8:00 am - 12:00 nn	Session 3: Unpacking of Functions - ODG Level to Division Level	Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava
12:00 nn - 1:00 pm	Lunch	
1:00 - 4:30 pm	Session 4: Analysis of Overlaps and Gaps; Discussion and Refining of Function Statements	Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava

Annex B.4. June 20 - Planning and ESD of OMin / June 21 - QAD of DGBE and Planning (Davao)

Time	Session Flow	Facilitator
June 20 - OMin: Planning and ESD		
8:00 am	Preliminary Activities	Ma. Felda C. Alarkon, Elvie Jo C. Robis
9:00 am - 12:00 nn	Session 1: Breakout Discussions <ul style="list-style-type: none"> • Planning - Review of Previous Output • ESD - Identify Stakeholders; Develop Statement of Purpose, KRAs, Function Statements & Outputs 	Ma. Felda C. Alarkon, Elvie Jo C. Robis Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava
12:00 - 1:00 pm	Lunch	
1:00 - 2:30 pm	Continuation of Session 1	Ma. Felda C. Alarkon, Elvie Jo C. Robis Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava
2:30 - 4:30 PM	Presentation of outputs and critiquing	
June 21 - QAD of DGBE and Planning		
8:00 - 9:00 am	Preliminary Activities	
9:00 am - 12:00 nn	Identification and Resolution of Overlaps & Gaps in M&E, Quality Assurance, Database Management, and Planning Functions	Ma. Felda C. Alarkon, Elvie Jo C. Robis
12:00 nn - 1:00 pm	Lunch	
1:00 - 4:30 pm	Identification and Resolution of Overlaps & Gaps in Research	Ma. Felda C. Alarkon, Elvie Jo C. Robis

Annex B.5. July 7 - OMin Cluster [Finance and Admin] (Cotabato)

Time	Session Flow	Facilitator
July 7 - OMin Cluster (Finance and Admin)		
8:00 am	Preliminary Activities	Ma. Felda C. Alarkon, Elvie Jo C. Robis
9:00 am - 12:00 nn	Session 1: Breakout Discussions (2 Groups – Finance, Admin) <ul style="list-style-type: none"> Identify Stakeholders; Develop Statement of Purpose, KRAs, Function Statements & Outputs 	Ma. Felda C. Alarkon, Elvie Jo C. Robis Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava
12:00 - 1:00 pm	Lunch	
1:00 - 2:30 pm	Continuation of Session 1	Ma. Felda C. Alarkon, Elvie Jo C. Robis Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava
2:30 - 4:30 PM	Presentation of outputs and critiquing	

Annex B6. July 10-12 DGBE Alignment (Cotabato)

Time	Session Flow	Facilitator
July 10 - Day 1 of DGBE Alignment		
8:00 am	Preliminary Activities	Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava
9:00 am - 12:00 nn	Session 1: Review of Past Outputs	Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava

Time	Session Flow	Facilitator
12:00 - 1:00 pm	Lunch	
1:00 - 4:30 pm	Session 2: Unpacking of Functions - ODG Level vis-a-vis BARMM-wide mandates	Ma. Felda C. Alarkon, Elvie Jo C. Robis
July 11 - Day 2 of DGBE Alignment		
8:00 am - 12:00 nn	Session 3: Unpacking of Functions - ODG Level to Bureau and Division Level	Ma. Felda C. Alarkon, Elvie Jo C. Robis
12:00 nn - 1:00 pm	Lunch	
1:00 - 4:30 pm	Continuation of Session 3	
July 12 - Day 3 of DGBE Alignment		
8:00 am - 12:00 nn	Session 4: Analysis of Overlaps and Gaps; Discussion and Refining of Function Statements	Ma. Victoria V. Alcoseba, Ma. Lorelei M. Lava, Ma. Felda C. Alarkon
12:00 nn - 1:00 pm	Lunch	
1:00 - 4:30 pm	Continuation of Session 4 and Closing	