



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



Office of the Minister

REGIONAL MEMORANDUM

No.: 575
 Series of 2023

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

RELEASED

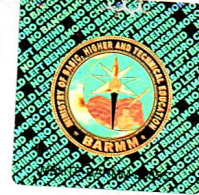
BY: Hijir
 DATE: 20 JUL 2023

TIME: 3:00 P.M.

CONTROL NO.: 2023-07-191

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
 TEACHING AND NON-TEACHING PERSONNEL
 ALL OTHER CONCERN

FROM : MOHAGHER AL JOBAL
 Minister



SUBJECT : CONSOLIDATED EMPLOYEES' PERSONAL DATA ON PAYROLL SYSTEM
 REPORT

DATE : 17 July 2023

- To provide service excellence to MBHTE Personnel, the Ministry perceives the urgency to update the database of Payroll System;
- In view hereof, we are requiring all permanent personnel of MBHTE, Teaching and Non-Teaching Employees, to submit the CONSOLIDATED EMPLOYEES' PERSONAL DATA ON PAYROLL SYSTEM REPORT to their respective Division Offices. This includes; DATE OF BIRTH (MM/DD/YYYY), PHILHEALTH NO., PAG-IBIG NO., BIR / TIN NO., GSIS BP NO. and Other Relevant Data (SEE ANNEX A). School Heads shall consolidate the data of their respective Personnel and endorse the same to the Division Office using the prescribed format;
- Division Offices shall validate the submitted data in order to ascertain that all Data transmitted to MBHTE Central Office are certified correct. It will be the responsibility of Schools Division Superintendent to **consolidate** and ascertain that all data are **validated** prior to endorsement;
- The deadline for Submission will be **on or before July 31, 2023.**
- All Schools Division Offices are instructed to submit the said report on or before the deadline.
- For further concerns, kindly email us at mbhtepayroll@gmail.com
- For 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: Genice Solano
 Date: JUL 20 2023
 Time: 3:05 PM
 Control No.: 2023-07-191



