



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. 653  
Series of 2023

TO : **MOBARAK P. PANDI**, Chief, Information and Communications Division  
**ALL OTHERS CONCERNED**

FROM : **MOHAGHER M. IQBAL**  
Minister

SUBJECT : **INFORMATION AND COMMUNICATIONS DIVISION (ICD) ASSESSMENT  
ON OFFICE ADMINISTRATION AND COMMUNICATION FUNCTIONS IN  
THE MBHTE AND EVALUATION OF PERSONNEL INDIVIDUAL  
PERFORMANCE**

DATE : August 24, 2023

1. Since the approval of the Ministry of Basic, Higher and Technical Education's (MBHTE) Communication and Engagement strategy in 2021, the Ministry's Communications Team has embarked on steps to restructure the team, adapting to some extent, the recommendations set out in the Communication and Engagement strategy.
2. Working on various documents essential for the ministry's communication works, the Information and Communication Division (ICD) also manages the operations in communication line and procedure which helps mediate activities framed to support the ministry.
3. In view of this, the MBHTE ICD shall conduct a **2-day Assessment on Office Administration and Communication Functions and Evaluation of Personnel Individual Performance** on **September 7-10, 2023** (inclusive of travel dates) in Davao City.
4. The activity aims to evaluate and enhance the efficiency, effectiveness, and compliance of office administrative processes and information management practices. Additionally, the assessment aims to evaluate the individual performance of personnel within the ICD, identifying areas of improvement and implementing strategies to optimize their performances.
5. Specifically, the activity aims to achieve the following:
  - a. Evaluate administrative processes
  - b. Assess information management practices
  - c. Identify efficiency gaps
  - d. Enhance information accessibility
  - e. Identify training needs
  - f. Implement best practices
  - g. Strengthen internal controls
  - h. Monitor and review progress



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6. By achieving these objectives, the MBHTE ICD shall optimize its administrative operations, ensure efficient information management, and enhance the overall performance of its personnel. The assessment will contribute to the division's ability to provide timely and accurate information, support decision-making processes, and improve its service delivery to internal and external shareholders.
7. Participants in the activity are the following:

NO.	NAME	SECTION
1.	Mobarak Pandi	ICD CHIEF
2.	Rahma Chio	ICD MAES
3.	Johairish April Kusain	ICD MAES
4.	Al-Amen Mohamad	ICD MAES
5.	Quevin Caballero	ICD MAES
6.	Hayder Abdul	ICD MAES
7.	Marlon Abolencia	ICD MAES
8.	Mohamad Omar	ICD MAES
9.	Jamir Bangkas	ICD MAES
10.	Datu Jerick Solano	ICD MAES
11.	Hamsa Udtog	ICD MAES
12.	Maysalam Zacaria	ICD MAES
13.	Mercy Cano	ICD MAES
14.	Mercy Macarambon	ICD MAES
15.	Swerlan Gutierrez	ICD MAES
16.	Ronald Comora	ICD MAES
17.	Haron Salah	ICD IT
18.	Al-jazeed Laguindab	ICD IT
19.	Julsani Abdulkadil	ICD IT
20.	Maisarah Mantil	ICD IT
21.	Raden Ayob	ICD IT
22.	Azhar Sakili	ICD IT
23.	Abdulsaddam Pinagayao	ICD IT
24.	Norodin Lanson	ICD IT

8. All expenses incurred for this activity shall be charged to the MBHTE ICD funds.
9. For information and compliance.

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

**RELEASED**

BY: Jamar  
 DATE: 25 AUG 2023  
 TIME: 2:10 PM  
2023-08-144

By Authority of the Minister  
**MOHAGHER M. IQBAL:**

**HARON S. MELING**  
 Deputy 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**  
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AUG 25 2023  
2:15 PM  
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