



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. 724
Series of 2023

TO : ALL PERSONNEL CONCERNED

FROM : MOHAGHER M. IQBAL
Minister

SUBJECT : MBHTE OFFICE OF THE MINISTER MID-YEAR ASSESSMENT AND STRESS
MANAGEMENT TRAINING 2023

DATE : September 13, 2023

1. In light of the critical role played by the Ministry of Basic, Higher and Technical Education's (MBHTE) Office of the Minister in maintaining the quality of workflow and keeping management informed of necessary actions in our daily office transactions, it is imperative that we continually evaluate our internal processes and the well-being of its personnel.
2. Consequently, an **MBHTE Office of the Minister Mid-Year Assessment and Stress Management Training 2023** shall be conducted on September 29-October 3, 2023 (inclusive of travel time) in Dapitan City (specific venue shall be communicated directly to participants once finalized).
3. The activity aims to evaluate and enhance the efficiency, effectiveness, and compliance of office administrative processes in relation to its overall objectives and expected outcomes.
4. Specifically, the activity aims to achieve the following objectives:
 - **Evaluation.** To critically assess the current administrative practices.
 - **Management practices.** To review and refine the management strategies.
 - **Identify efficiency gaps.** To pinpoint areas where improvements can be made.
 - **Enhance accessibility.** To ensure that essential resources are readily available.
 - **Training needs.** To identify areas where additional training and development are required.
 - **Implement best practices.** To adopt industry-leading practices.
 - **Strengthen internal controls.** To enhance oversight and governance.
 - **Monitor and review progress.** To continually track and measure progress.



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5. By achieving these objectives, the Office of the Minister shall optimize its administrative operations, fostering a workplace where efficiency, transparency, and excellence are upheld. This assessment will not only provide the personnel with valuable insights into internal workings but will also empower and ensure efficient management, and enhance the overall performance of its personnel.
6. The assessment will provide timely and accurate management, support the 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	HARON S. MELING	OFFICE OF THE MINISTER
2	ATTY. YSNAIRA IBRAHIM	OFFICE OF THE MINISTER
3	JOURDAN K. PANGILAN	PLANNING
4	BENAMINE B. UBPON	PLANNING
5	BAIJASHMAINE PANDA	OFFICE OF THE MINISTER
6	SHUHAIBA MAMALAC	OFFICE OF THE MINISTER
7	MARCK ADAM	OFFICE OF THE MINISTER
8	AISAH IBRAHIM	OFFICE OF THE MINISTER
9	HAJNIR K. SEDIK	OFFICE OF THE MINISTER
10	JUNE GULAM	OFFICE OF THE MINISTER
11	CAMESA DELIS	OFFICE OF THE MINISTER
12	NADJIAH MUSA	OFFICE OF THE MINISTER
13	BAINOT BLAH	OFFICE OF THE MINISTER
14	NORELLAH MUSA	OFFICE OF THE MINISTER
15	SIRADZ ABDULGAFAR	OFFICE OF THE MINISTER
16	JAMAR ISMAEL	OFFICE OF THE MINISTER
17	MARVIN BESAS	OFFICE OF THE MINISTER
18	ALMEERAH ILON	PLANNING
19	LORRAINE A. TUMBAS	PLANNING
20	ABIGAIL A. MUDOC	PLANNING
21	MASTURA TALIB	OFFICE OF THE MINISTER

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 INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister
RELEASED
 By: Janick Lobana
 Date: SEP 14 2023
 Time: 11:35 AM
 Control No. 2023-09-101

8. All expenses incurred for this activity shall be charged to the MBHTE GAS-GSM 2023.
9. For information, guidance, and compliance.

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

RELEASED
Hajmir
 BY: _____
 DATE: 14 SEP 2023
 TIME: 11:30 A.M
 Ctrl No. 2023-09-101

By Authority of the Minister
MOHAGHER M. IQBAL:



Haron S. Meling
 Deputy Minister

