



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. 732
 Series of 2023

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

RELEASED

TO : SCHOOLS DIVISION SUPERINTENDENTS
 TEACHING AND NON-TEACHING PERSONNEL
 ALL OTHERS CONCERNED

FROM : MOHAGHER M. IQBAL
 Minister

SUBJECT : PERSONAL INFORMATION OF PERSONNEL

DATE : 14 September 2023

BY: Hajir
 DATE: 15 SEP 2023
 TIME: 1:30 P.M.
 CTRL NO: 2023-09-112

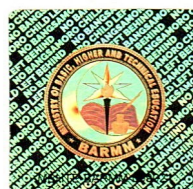
- As part of the ministry's concern, this is in relation to the distinction of the personal information of the personnel in the system of GSIS and Payroll Section. In line with this, all the concerned Schools Division Superintendents are directed to provide updated documents of the personnel that are relevant for the clarification of the distinction of their information.
- Thus, the following are the documents that shall be provided, to wit:
 - Marriage Certificate (if married)
 - Updated Service Records
 - GSIS Membership Service Profile
 - PSA Birth Certificate
 - Duly Notarized Updated Personal Data Sheet
 - Photocopy of PRC ID, Philhealth ID, Pag-Ibig ID, and BIR TIN ID
- Please be reminded to ascertain that the PHILHEALTH NUMBER, PAG-IBIG NUMBER, BIR TIN NUMBER and GSIS BP NUMBER indicated in the Duly Notarized Latest Personal Data Sheet are all correct.
- Please be informed of the list of the personnel with distinction of information. List can be accessed through bit.ly/45VEH8z. For further concerns, kindly email us at mbhtepayroll@gmail.com.
- For immediate action 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: Jericke Solano
 Date: SEP 15 2023
 Time: 1:35 PM
 Control No.: 2023-09-112

By Authority of the Minister
 MOHAGHER M. IQBAL:



Haron S. Meling
 Deputy Minister

