



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. 759  
 Series of 2023

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

**RELEASED**

TO : **MARJUNI M. MADDI**, Director General for Higher Education  
**HIGHER EDUCATION REGIONAL OFFICE SELECTED OFFICIALS & STAFF**  
 ALL SUPERINTENDENTS/ADMINISTRATORS/OIC HEADS/FOCAL PERSONS  
 6 MSHEIs and the REMACADEMY  
**THE PRESIDENT**  
 Paglat Municipal College (LUC in BARMM)

FROM : **MOHAGHER M. IQBAL**  
 Minister

SUBJECT : **DIRECTORATE GENERAL FOR HIGHER EDUCATION BUDGET PLANNING WORKSHOP**

DATE : September 24, 2023

By Jash  
 Date 10/03/2023  
 Time 2:32 PM  
 Control No. 2023-10-008

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 Sandy Solano  
 Date OCT 03 2023  
 Time 2:50 PM  
 Control No. 2023-10-008

1. The Ministry of Basic, Higher and Technical Education's (MBHTE) Office of the Directorate General for Higher Education (DGHE) finds it imperative to commence budget planning/preparation for the Fiscal Year (FY) 2025 alongside the corresponding improvement in data management and performance assessment relative to budget planning even if the budget defense and approval process for the FY 2024 Government Appropriations Act of the Bangsamoro (GAAB) is still ongoing.
2. Consequently, a **DGHE Budget Planning Workshop** shall be conducted on **October 4-6, 2023** at Viricris Mountain Resort, Libungan, Cotabato.
3. The workshop aims to include activities such as 1) a budget planning workshop, 2) a 3<sup>rd</sup> Quarter FY 2023 performance assessment, and 3) a Higher Education Management Information System (HEMIS) workshop.

**A. To the six (6) Ministry-Supervised Higher Education Institutions (MSHEIs) and the REMACADEMY**

You are hereby required to send the following personnel to the subject activity:

- i. HEI Head
- ii. Designated Planning Focal
- iii. Designated Budget Focal
- iv. Designated HEI Registrar
- v. Registrar Staff/IT Personnel (dedicated to assist in the HEMIS)





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Food and accommodation of the participants (designated budget focal person, designated registrar, and registrar staff/IT personnel) will be covered by the Ministry and shall be charged to the GAAB 2023/Higher Education. Meanwhile, their per diem, travel, and incidental expenses shall be charged to their respective institutions.

Please be advised that the concerned HEI shall cover all the expenses, including food and hotel accommodation of their School Head and their Designated Planning Focal Persons.

All expenses to be incurred by the HEIs are subject to the usual accounting and auditing rules and regulations.

### **B. To Paglat Municipal College**

Two (2) participants, specifically the Registrar and Registrar Staff/IT Personnel (dedicated to assisting in the HEMIS), are expected from your institution.

Their food and hotel accommodation will be covered by the Ministry and shall be charged to the GAAB 2023/Higher Education. Meanwhile, their per diem, travel, and incidental expenses shall be charged to your institutions.

4. Attached is the list of expected participants and the indicative programme for reference. Kindly confirm participation by **September 25, 2023**, through Vergel Bolodo, Acting Budget Focal Person, at mobile no. 09564021466.
5. Expected participants are also required to register via this link: [bit.ly/48uQCf7](http://bit.ly/48uQCf7)
6. For information, guidance, and strict compliance.

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

  
**HARON S. MELING**  
Deputy Minister  


# Indicative Programme

## DGHE Budget Planning Workshop

October 4-6, 2023

Vircris Mountain Resort, Libungan, Cotabato

Time	Particulars	Person/s Responsible
<b>DAY 1 October 3, 2023 (WEDNESDAY)</b>		
9:00 AM-12:00 NN	Departure Cotabato City to Venue (Libungan, Cotabato)	All Participants
11:00-12:00	Registration	All Participants
12:00-1:30	Lunch & <i>Dhuhr</i>	All Participants
1:30-2:00	<u>Opening Programme</u>	
	Opening Du'a <i>Pambansang Awit</i> BARMM Hymn	AVP
	Introduction of Participants	Jenison Samoraga Planning Focal, BTS
	<b>WELCOME MESSAGE</b>	Marjuni M. Maddi Director General for Higher Education, MBHTE
	Activity Overview	Rowel A. Dumanglas Senior EPS & Acting Planning Officer MBHTE-DGHE RO
2:00-2:10	Photo Op	All Participants
2:10-2:20	<i>Budget for FY 2025: Initial Direction, Thrusts &amp; Framework</i>	Resource Person: Rowel Dumanglas
2:20-2:30	<i>Budget Planning for FY 2023: Required Documents</i>	Resource Person: Vergel Bolodo
2:30-5:30 (with working snacks)	Budget Planning Workshop	PAP Program Holders With Rowel Dumanglas & Vergel Bolodo
	<u>Simultaneous with:</u> 3 <sup>rd</sup> Qtr 2023 Performance Assessment	PAP Holders (HERO & HEIs) & Assessment Panel
6:00	<i>Magrib</i> & Dinner	All Participants

Emcee-Cordinator for Day 1 PM: BTS (Leader) & LAS

Time	Particulars	Person/s Responsible
<b>DAY 2 October 5, 2023 (THURSDAY)</b>		
6:00-8:00 AM	Breakfast	All Participants
8:00-8:05	Creative Recap	REMACADEMY
8:05-8:45	<i>Orientation on the HEMIS &amp; the BEMIS</i>	Resource Person: Norfaisal Buleg
	<i>HEMIS Workshop Mechanics</i>	Resource Person: Junior Ulama
8:45-9:00	Coffee Break	All Participants

9:00-12:00 NN	HEMIS Workshop	All HERO & HEI Program Holders With Norfaisal Buleg & Junior Ulama
12:00-1:30	Lunch & <i>Dhuhr</i>	All Participants
1:30-4:00	Presentation of Indicative Budget Proposals for FY 2025	All PAP Program Holders (HERO & HEIs)
4:00-5:00	Closing Program	All Participants
6:00-	<i>Magrib</i> & Dinner	All Participants

Emcee-Cordinator for Day 2 AM: HBSAT, REMACADEMY (Leader) & UAS

Emcee-Cordinator for Day 2 PM: UMNAS (Leader), LAC & PaglatMC

<i>Time</i>	<i>Particulars</i>	<i>Person/s Responsible</i>
<b>DAY 3 October 6, 2023 (FRIDAY)</b>		
6:00-8:00 AM	Breakfast	All Participants
8:00-12 NN	Checkout and Departure from Venue	All Participants

**EXPECTED PARTICIPANTS**  
**DGHE BUDGET PLANNING WORKSHOP**  
*October 4-6, 2023*  
*Vircris Mountain Resort, Libungan, Cotabato*

***I. DGHERO – 12 pax***

1. Marjuni M. Maddi – Bangsamoro Director General for Higher Education
2. Merham M. Maddi – Administrative Assistant II
3. Sherhan M. Maddi – Administrative Assistant II
4. Jonathan O. Omar – AHME-SP Coordinator
5. Aisah M. Salem – Senior Education Program Specialist
6. Irene U. Gogo – Education Program Specialist II
7. Rowel A. Dumanglas – Senior Education Program Specialist & Acting Planning Officer  
- also Resource Person
8. Vergel C. Bolodo – Planning Assistant – also Resource Person
9. Norfaisal K. Buleg – MIS Focal – also Resource Person
10. Alluidin Panara-ag – Supply Assistant (Secretariat)
11. Junior Ulama – also Resource Person
12. Ameril P. Aragasi – Computer Programmer II

***II: 6 MSHEIs and REMACADEMY – 21 pax***

***(Note: Only 3 pax per HEI are covered for hotel accommodation & food expenses. But the hotel accommodation and food expenses of the 2 other pax per HEI are charged against the HEI)***

**A. Balabagan Trade School (BTS)**

1. HEI Head: SARBAYA M. BONSALAGAN, ED.D.
2. Designated Budget Officer: CRISTY JEAN SOLARTE
3. Designated HEI Registrar: JINESON J. SAMORAGA
4. Registrar Staff/IT Personnel (dedicated to assist in HEMIS): ARIEM ARREL L. DIAZ
5. Designated Planning Focal: JINESON J. SAMORAGA

**B. Hadji Butu School of Arts and Trades (HBSAT)**

1. HEI Head & Designated Budget Officer: ROSEMA G. LUKMAN
2. Designated HEI Registrar: ARMANDO L. MARUJI
3. Registrar Staff/IT Personnel (dedicated to assist in HEMIS): AL-FAHAD JADJULI
4. Designated Planning Focal: JOCELYN MUÑEZ

**C. Lanao Agricultural College (LAC)**

1. HEI Head: Dr. Jasmine A. Kurangking, PhD
2. Designated Budget Officer: Jonaira HadjiAmen
3. Designated HEI Registrar: Sinab M. Bacaraman
4. Registrar Staff/IT Personnel (dedicated to assist in HEMIS): Mariam B. Solaiman
5. Designated Planning Focal: Dr. Jemo A. Palacio

D. Lapak Agricultural School (LAS)

1. HEI Head: JARRA I KUSAIN, Ed.D.
2. Designated Budget Officer: ADUHADI S. HADJULA
3. Designated HEI Registrar: GHAVIER H. UTAM
4. Registrar Staff/IT Personnel (dedicated to assist in HEMIS):
  - a. ABDULHAKEEM HADJULA
  - b. OMAR B. ALIMUDDIN
5. Designated Planning Focal: SAUDA E. SERABANI, JD, Ed.D.

E. Unda Memorial National Agricultural School (UMNAS)

1. HEI Head: Sittie Jalilah Unda , PhD
2. Designated Budget Officer: Abdul Yacob Macabunar
3. Designated HEI Registrar: Agakhan P. Unda
4. Registrar Staff/IT Personnel (dedicated to assist in HEMIS): Nasrifah Hadji Samad
5. Designated Planning Focal: Dr. Diomer Ann C. Casan

F. Upi Agricultural School (UAS)

1. HEI Head: Engr. Sukarno B. Datukan, PhD
2. Designated Budget Officer: Yolanda A. Cariño, MAS
3. Designated HEI Registrar: Jessica M. Romuar
4. Registrar Staff/IT Personnel (dedicated to assist in HEMIS): Normie S. Dabuco
5. Designated Planning Focal: Jennifer A. Casimina/ John Michael M. Ibrahim

G. Regional Madrasah Graduate Academy (REMACADEMY)

1. Designated Planning Focal Representative: Hamana U. Sinangkad
2. Designated Registrar: Almoner S. Abdaho
3. Budget Focal: Norjainah M. Abdulrahim

**III. PAGLAT MUNICIPAL COLLEGE (LUC) – 2 pax**

1. Registrar: Zacaria B. Aplal
2. Registrar Staff: Omar Ibrahim