



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



Office of the Minister

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

REGIONAL MEMORANDUM

No. 870  
 Series of 2023

RELEASED  
 BY: Hajir  
 DATE: NOV 10 2023  
 TIME: 2:20 p.m.  
 Ctrl. No. 2023-11-084

TO : ALL DIRECTOR GENERALS  
 REGIONAL OFFICE DIVISION/SECTION/UNIT CHIEFS  
 ALL OTHERS CONCERNED

FROM : MOHAGHER M. IQBAL  
 Minister

SUBJECT : ACTUAL INVENTORY OF EMPLOYEES IN MBHTE MAIN OFFICE AS OF  
 OCTOBER 31, 2023

DATE : November 10, 2023

1. The Ministry of Basic, Higher and Technical Education (MBHTE) continues to aspire to improve its system which shall aim to expedite the generation of reports and to aid in real-time reporting. Thus, it shall be ensured that the Ministry has an **UPDATED AND RELIABLE RECORD** of its human resources in each office in the Main Office.
2. Consequently, **all subsectors and divisions/sections/units in the MBHTE Main Office shall submit an actual inventory of their respective employees as of October 31, 2023.** This shall include all employees under Permanent status, Contract of Service (COS), Reassigned (within MBHTE), and On Detail (from another agency).
3. Kindly see the attached template for your reference. A few examples have been provided for your guidance.
4. **Submission of the required document shall be made through the MBHTE Human Resource Management Division on or before Friday, November 17, 2023.**
5. For information and strict compliance.

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



*[Signature]*  
**HARON S. MELING, JD, Sh.C.**  
 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  
 By: Spark Salano  
 Date: NOV 10 2023  
 Time: 2:25 PM  
 Control No. 2023-11-084



**ACTUAL INVENTORY OF PERSONNEL IN THE MBHTE-BARMM MAIN OFFICE**  
 As of October 2023

Name of Subsector/Division: \_\_\_\_\_

(Main Offices shall accomplish the form by Division)

Date Accomplished: \_\_\_\_\_

NO.	LAST NAME	FIRST NAME	MIDDLE NAME	NAME EXTENSION (Sr./Jr./III)	SEX (M/F)	DATE OF BIRTH (Long Form)	EMPLOYMENT STATUS (Please check one)		For REASSIGNED/ON DETAIL employees to the Main Office, please indicate name of original station	EMAIL ADDRESS	CONTACT NUMBER	DIVISION/SECTION/UNIT
							PERMANENT	CONTRACT OF SERVICE				
1	EXAMPLE: DELA CRUZ	JUAN	CASTRO	JR	M	September 27, 1960	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SDO TAWI-TAWI	tedelacruz@gmail.com	09090909090	Admin and Finance - Budget
2	EXAMPLE: DELA CRUZ	MARIA	CASTRO		F	August 28, 1976	<input type="checkbox"/>	<input type="checkbox"/>	MINISTRY OF SCIENCE & TECHNOLOGY	mcdeleacruz@gmail.com	09060606060	School Management - Education Data Management
3							<input type="checkbox"/>	<input type="checkbox"/>				
4							<input type="checkbox"/>	<input type="checkbox"/>				
5							<input type="checkbox"/>	<input type="checkbox"/>				
6							<input type="checkbox"/>	<input type="checkbox"/>				
7							<input type="checkbox"/>	<input type="checkbox"/>				
8							<input type="checkbox"/>	<input type="checkbox"/>				
9							<input type="checkbox"/>	<input type="checkbox"/>				
10							<input type="checkbox"/>	<input type="checkbox"/>				

Please insert additional sheets, if necessary. For Reassigned Employees and On Detail, please attach a copy of the order.

Prepared by: \_\_\_\_\_

Certified correct: \_\_\_\_\_

Email Add: \_\_\_\_\_

Email Add: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Number: \_\_\_\_\_