



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. 009  
 Series of 2024

**RELEASED**

BY: Hajir  
 DATE: JAN 10 2024  
 TIME: 8:40 AM  
 Ctrl. No. 2024-01-026

TO : **DR. MYRA B. MANGKABUNG**  
 Schools Division Superintendent, Lamitan City Division

**ALL OTHERS CONCERNED**

FROM : **MOHAGHER M. IQBAL**  
 Minister

SUBJECT : **SUBMISSION OF EMPLOYEE DATA FOR PAYROLL INCLUSION**

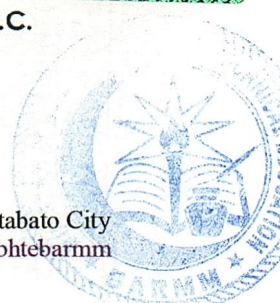
DATE : January 5, 2024

1. To streamline the administrative processes and to establish accurate personnel records for payroll inclusion, the newly hired teachers from the Schools Division Office (SDO) of Lamitan City (see Annex A) are hereby directed to submit their employee data with the following documentary requirements:
  - a. **PHILHEALTH NUMBER** (with a photocopy of ID)
  - b. **Pag-IBIG MID NUMBER** (with a photocopy of ID)
  - c. **BIR TIN** (with a photocopy of ID)
  - d. **ATM Account Number** (with a colored photocopy of the ATM card)
  - e. **GSIS Membership Profile** (if reemployed)
  - f. **PSA Birth Certificate** (colored photocopy)
  - g. **PSA Marriage Certificate** (if married women/colored photocopy)
2. Hard copies of the said documents shall be submitted to SDO Lamitan City and soft copies shall be emailed to [mbhtepayroll@gmail.com](mailto:mbhtepayroll@gmail.com) on or before January 12, 2024.
3. The SDO Lamitan City shall transmit the consolidated hard copies to the HRMO Payroll Section on or before January 16, 2024.
4. For information 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: Melina  
 Date: JAN 10 2024  
 Time: 8:45 AM  
 Control No. 2024-01-026

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

**HARON S. MELING, JR., Sh.C.**  
 Deputy Minister



**ANNEX B**

**EMPLOYEE DATA FOR PAYROLL INCLUSION**

**Division:** \_\_\_\_\_

**Item Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**(Month in words e.g. September 3, 1979)**

**Civil Status:** \_\_\_\_\_

**BIR TIN:** \_\_\_\_\_

**GSIS BP Number (for re-employed):** \_\_\_\_\_

**PAGIBIG MID Number:** \_\_\_\_\_

**PhilHealth Number:** \_\_\_\_\_

**ATM Account Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature over printed name**

**Note:**

Kindly attach the photocopy of the ID of PHILHEALTH, BIR TIN and PAG-IBIG. If there is no PAG-IBIG ID, please provide a photocopy of any documents from PAG-IBIG. Also, include a photocopy of the ATM card, GSIS membership profile, PSA birth certificate and PSA marriage certificate.

## ANNEX A

ELEMENTARY		NO.	NAMES	FDS	POSITION	STATUS	MONTH
DIVISION	STA	EMPL NO					
LAMITAN	275						
		5525325	01 ABDULWAHID, WADZNA A.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525326	02 AGANA, RUBEN R.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525327	03 AGANA, RUEL R.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525328	04 ALEX, REBECCA P.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525329	05 AMILIN, NASIBA A.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525330	06 ANDRADE, FLORA MAE P.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525331	07 ANTONIO, CLARICE FEM.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525332	08 ASANI, AMMY J.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525333	09 ASIDIN, RAZMIA PRATIMA J.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525334	10 ASMALUL, TAIBA S.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525335	11 ATAL, REEMA L.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525336	12 BAUL, RAYYA A.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525337	13 BO-OC, NINO YOJIMBOL.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525338	14 BUSTILLO, JUDY ROSE M.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525339	15 CAIS, CAROL JOY A.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525340	16 CAMANSE, GLORILYN G.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525341	17 CUEVAS, JHENA T.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525342	18 DE LEON, JOEL RYAN T.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525343	19 DELIGERO, IVY ANN D.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525344	20 DELOS SANTOS, DAVE GLENN M.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525345	21 ESPIRITU, DENNIE GRACE D.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525346	22 FERNANDO, ROXANE T.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525347	23 FRANCISCO, HYACENTH	Aug-15-2023	T1	PERMANENT	Dec-23
		5525348	24 HAKIM, NURHUDA R.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525349	25 HELEN, JULIE ANN M.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525350	26 JACINTO, JAYSON G.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525351	27 JAKILAN, FERMINA M.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525352	28 JALANG, ALKHALEED A.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525353	29 LABIANO, JESSA MAE M.	Aug-15-2023	T1	PERMANENT	Dec-23
		5525354	30 LASAY, MISCHILLE (PIELAGO) J.	Aug-15-2023	T1	PERMANENT	Dec-23

5525355	31	LEQUIN, ANGELO P.	Aug-15-2023	T1	PERMANENT	Dec-23
5525356	32	NACORDA, IVY FAYE B.	Aug-15-2023	T1	PERMANENT	Dec-23
5525357	33	OBORDO, JUDITH F.	Aug-15-2023	T1	PERMANENT	Dec-23
5525358	34	PANANG, JANNA I.	Aug-15-2023	T1	PERMANENT	Dec-23
5525359	35	QUIMBA, LOUGEN L.	Aug-15-2023	T1	PERMANENT	Dec-23
5525360	36	RANDA, APPLE JANE G.	Aug-15-2023	T1	PERMANENT	Dec-23
5525361	37	REYES, DISABEL N.	Aug-15-2023	T1	PERMANENT	Dec-23
5525362	38	SAHAO, KHALAILA F.	Aug-15-2023	T1	PERMANENT	Dec-23
5525363	39	SAID, SHARA FATMA B.	Aug-15-2023	T1	PERMANENT	Dec-23
5525364	40	SANSON, KIMBERLY A.	Aug-15-2023	T1	PERMANENT	Dec-23
5525365	41	SARANI, NOR-AINA B.	Aug-15-2023	T1	PERMANENT	Dec-23
5525366	42	TAN, MARY JEAN R.	Aug-15-2023	T1	PERMANENT	Dec-23
5525367	43	PAMARAN, YURI HARRIS S.	Aug-15-2023	T1	PERMANENT	Dec-23
5525368	44	TADIJAMA, JUNTINA C.	Aug-15-2023	T1	PERMANENT	Dec-23
5525369	45	TAUH, RIZA H.	Aug-15-2023	T1	PERMANENT	Dec-23
5525370	46	UNGGANG, JUL-AMBRI B.	Aug-15-2023	T1	PERMANENT	Dec-23
5525371	47	URAO, SITTI NAMRA M.	Aug-15-2023	T1	PERMANENT	Dec-23
5525372	48	EBOL, DOROTHY J.	Aug-15-2023	T1	PERMANENT	Dec-23
5525373	49	AGANG, ANGELIE T.	Aug-15-2023	T1	PERMANENT	Dec-23
5525374	50	ALVARO, IRENE N.	Aug-15-2023	T1	PERMANENT	Dec-23
5525375	51	BANGAY, DIOGIE C.	Aug-15-2023	T1	PERMANENT	Dec-23
5525376	52	BAUL, WALID A.	Aug-15-2023	T1	PERMANENT	Dec-23
5525377	53	BLANDO, ELAISAP P.	Aug-15-2023	T1	PERMANENT	Dec-23
5525378	54	DELA CRUZ, ERWIN C.	Aug-15-2023	T1	PERMANENT	Dec-23
5525379	55	IBRAHIM, MUSLIMA A.	Aug-15-2023	T1	PERMANENT	Dec-23
5525380	56	LIM, LAILA G.	Aug-15-2023	T1	PERMANENT	Dec-23
5525381	57	MEFRANUM, HENESY R.	Aug-15-2023	T1	PERMANENT	Dec-23
5525382	58	MUCOY, CHARMAINE RAYNETTE S.	Aug-15-2023	T1	PERMANENT	Dec-23
5525383	59	MUHAMMAD, ENY A.	Aug-15-2023	T1	PERMANENT	Dec-23
5525384	60	RAMOS, KC KIMBERLY D.	Aug-15-2023	T1	PERMANENT	Dec-23
5525385	61	RUBIO, LOVELY ROCEL F.	Aug-15-2023	T1	PERMANENT	Dec-23
5525386	62	SABDANI, ABDILIA P.	Aug-15-2023	T1	PERMANENT	Dec-23
5525387	63	SAPIL, WAHAB M.	Aug-15-2023	T1	PERMANENT	Dec-23
5525388	64	SEDILLO, RICKY JR. C.	Aug-15-2023	T1	PERMANENT	Dec-23
5525389	65	SEYONG, MAISA L.	Aug-15-2023	T1	PERMANENT	Dec-23

5525390	66	TAJALLAIN, HASIMA D.	Aug-15-2023	T1	PERMANENT	Dec-23
5525391	67	UTO, ABDULHUSSIN M.	Aug-15-2023	T1	PERMANENT	Dec-23
5525392	68	DEL ROSARIO, JULYCEL A.	Aug-15-2023	T1	PERMANENT	Dec-23
5525393	69	MALONZO, FROILAN P.	Aug-15-2023	T1	PERMANENT	Dec-23
5525394	70	GILERA, HANNAH KATE K.	Aug-15-2023	T1	PERMANENT	Dec-23
5525395	71	ENTERO, ROLANDAP.	Aug-15-2023	T1	PERMANENT	Dec-23