



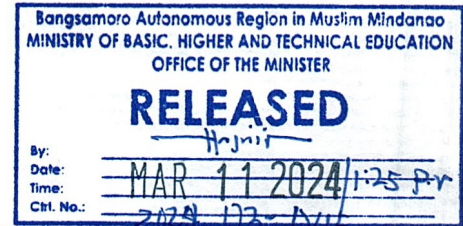
**Republic of the Philippines**  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**Ministry of Basic, Higher and Technical Education**  
**Cotabato City**



**Office of the Minister**

**MEMORANDUM ORDER**

No. 108  
 Series of 2024



**TO :** **GUIARIA DAGADAS**  
 Administrative Officer V  
 Human Resource and Management Division

**FROM :**   
**MOHAGHER M. IQBAL**  
 Minister



**SUBJECT :** **DUTIES AND RESPONSIBILITIES OF OIC SECTION HEAD OF PERSONNEL RECORDS SECTION IN THE MBHTE HUMAN RESOURCE AND MANAGEMENT DIVISION**

**DATE :** March 6, 2024

1. This has reference to the issued MBHTE Memorandum Order No. 166, s. 2024 dated March 1, 2024, regarding the **Management Take Over of Personnel Section in the MBHTE Human Resource and Management Division.**
2. Please be informed of the specified roles, duties, and responsibilities as the OIC Section Head:
  - Responsible for safekeeping of vital government personnel documents such as service cards (1914-1986), copies of appointments (1980-1989), CSC resolutions (1975-2005), and original copies of CSC issuances starting 1987.
3. To reiterate, this order does not carry any grant of nor enhancement of salary and other emoluments.
4. Moreover, this order shall remain in full force and effect unless sooner revoked by competent authority. It shall likewise modify, amend and/or repeal all other issuances inconsistent herewith.
5. For information and compliance.

