



RECORDS SECTION
Ministry of Science and Technology
Bangsamoro Autonomous Region in Muslim Mindanao

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No.	OFFICE/DIVISION/SECTION/UNIT	DATE	NAME & SIGNATURE	REMARKS
1	OFFICE OF THE MINISTER	1/17/22	[Signature] 10:08 am	[Signature]
2	INTERNAL CONTROL UNIT	1/17/22	[Signature] 9:56 am	[Signature]
3	LEGAL UNIT	1/17/22	[Signature] 10:02 am	
4	PLANNING UNIT	ok		ok
5	MANAGEMENT INFORMATION SYSTEM	1/17/22	AL-RHASSID P. [Signature]	
6	FINANCE AND ADMIN. DIVISION	1/17/22	FADMAN S. [Signature]	FOR FAD CHECK
7	CASH SECTION	1/17/22	Dawid Bai [Signature]	
8	BUDGET SECTION	1/17/22	[Signature] KAMPANON	
9	ACCOUNTING SECTION	01/17/22	FALMA M. [Signature]	
10	HUMAN RESOURCE MNGT SECTION	01/17/22	GANDAY R. [Signature]	
11	RECORDS SECTION			
12	GENERAL SERVICES SECTION	01-17-22	[Signature]	ok
13	SUPPLY SECTION	01/17/22	[Signature]	ok
14	PROCUREMENT SECTION	01/17/22	[Signature]	
15	TECHNICAL AND MANAGEMENT DIVISION	01/17/22	[Signature]	
16	RESEARCH AND DEV'T SECTION	01/17/22	[Signature]	For TMD/Planning
17	SCIENCE AND TECH. SERVICES SECTION	01/19/22	[Signature]	ok
18	SCIENCE EDUCATIONS, SCHOLARSHIP, GRANTS & AWARDS SECTION	01/17/22	[Signature]	
19	BANGSAMORO STANDARDS AND HALAL TESTING LABORATORIES	01/17/22	[Signature]	
20	MICROBIOLOGY			
21	METROLOGY			
22	HALAL LAB.			
23	CHEMICAL LAB.			
24	BANGSAMORO DIRECTOR GENERAL	1/19/22	[Signature]	
25	REGION FOCAL FOR PROVINCES			
26	MAGUINANAO			
27	LANAO DEL SUR			
28	COTABATO CITY			
29	SGA			
30	BASILAN			
31	SULU			
32	TAWI-TAWI			



MEMORANDUM

Order No. 001
Series of 2022

TO : ALL PERMANENT EMPLOYEES
This Office

SUBJECT : WORKSHOP ON OPCR AND IPCR

DATE : 14 January 2022 | Jumada Al-Akhirah 11, 1443

1. This ministry will begin establishing its Strategic Performance Management System which encompasses the review and evaluation of performances. The ministry shall assess both the office and individual employee's performance to ensure that the performance measures, targets, and its corresponding budget are aligned with the ministry's overall strategic plan.
2. In preparation for the above-mentioned policy, you are hereby directed to attend the **Workshop on Office Performance & Commitment Review (OPCR) and Individual Performance & Commitment Review (IPCR)** scheduled on **January 20 - 21, 2022, 8:00 AM - 5:00 PM** at the **conference Room, 3F, BPDA Office, Bangsamoro Government Center.**
3. In addition, you are required to prepare your respective IPCR using the attached IPCR Form. The same shall be submitted, critiqued, and finalized during the workshop.
4. For further queries, you may contact **Ms. Hamira Almula** of the Human Resource Management Section, FAD through her mobile number 0965 257 5919.
5. For information and compliance.


ENGR. AIDA M. SILONGAN, MAPD
Minister *h*

Rating	1	Recommendations for Purposes							

Discussed with	Date:	Assessed by:	Date:	Final Rating by:	Date:
Employee	Supervisor		Head of Office		

Efficiency 2-Efficiency 3-Timeliness 4-Average