



MEMORANDUM

Order No. 002
Series of 2022

TO : **PERMANENT AND CONTRACT OF SERVICE PERSONNEL**
This Office

SUBJECT : **SKELETAL WORKFORCE / WORK-FROM-HOME SCHEME**

DATE : January 20, 2022 | Jumada Al-Akhirah 17, 1443



In view of the recent surge of positive cases within the vicinity, this ministry shall hereby adopt the Skeletal Workforce or Work-From-Home (WFH) Scheme.

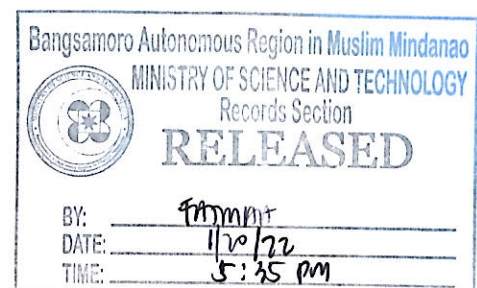
In accordance with CSC Memorandum Circular No. 18, s. 2020, re: Amendment to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 Pandemic, *Work-from-Home* shall refer to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office and *Skeletal Workforce* shall refer to a work arrangement where a minimum number of employees is required to man the office to render service when full staffing is not possible.

With this, all MOST personnel shall hereby adhere to the attached WFH Schedule. See attached Annex A. Compliance to the said schedule shall begin on **Monday, January 24, 2022** until further notice.

In addition, all section heads and section focals are required to monitor the accomplishments and outputs of their personnel, and shall ensure that the performance of the ministry remain of quality service.

For your information, guidance and compliance.


ENGR. AIDA M. SILONGAN, MAPD
Minister 



FINANCE AND ADMINISTRATIVE DIVISION (FAD)
ALTERNATIVE WORK SCHEDULE

Effective January 24, 2022

SECTION	NAME	DESIGNATION	SCHEDULE
DIVISION CHIEF OFFICE	RAMLA BITUANAN-LANTONG	Chief, FAD-Designate	WEDNESDAY - FRIDAY
A. ACCOUNTING SECTION	RAHIB A. SENDAD	Accountant III	MONDAY-THURSDAY
	GWENDOLYN MENDOZA	Accountant I	MONDAY, TUESDAY & FRIDAY
	RANA S. MOKAMAD	Financial Analyst	MONDAY, TUESDAY & FRIDAY
	FATMA ALLYSSA O. MAMISON	Bookeper	WEDNESDAY, THURSDAY & FRIDAY
	SAHARAN FERDAUSI JAUHALI SILONGAN	Accounting Aide	WEDNESDAY, THURSDAY & FRIDAY
B. BUDGET SECTION	NORIA P. KAMALUDIN	Budget Officer III	MONDAY-THURSDAY
	SITTIE SHAHANIE M. DELNA	Administrative Officer III	TUESDAY, THURSDAY
	ALFAIZAH SALI	Accounting Aide	MONDAY, WEDNESDAY
C. CASHIER SECTION	BAI SITTIE JOHARNIE L. DAWI	Cashier III	TUESDAY, WEDNESDAY, THURSDAY
	SAIDA PIPIKAN	Cashier Assistant - Receiving	MONDAY-WENSDAY
	DATU ALFAHAR MENANG		WEDNESDAY - FRIDAY
	ALMANSOR AKMAD	Cashier Assistant - Disbursing	MONDAY- FRIDAY (08:00-12:00 noon)
D. PROCUREMENT SECTION	JOHAIRON L. USOP	Administrative Officer III	TUESDAY - FRIDAY
	MUHSIN AYATULLAHK. MAULANA	Admin Asst. II	MONDAY - WEDNESDAY

	SAIDEN K. MACALIMPAS	Procurement Assistant- Canvasser	WEDNESDAY-FRIDAY
	NASSER L. SALIK	Procurement Assistant- Canvasser	MONDAY - WEDNESDAY
	ALMIRA MACARARAB	Admin Asst. /Procurement Asst.	WEDNESDAY-FRIDAY
E. HR SECTION	HADJARA A. DAGO	HRMO III	MONDAY-THURSDAY
	HAMIRA . ALMULA	Administrative Officer III	MONDAY, TUESDAY, WEDNESDAY
	REHANNAH M. SANDAY	Admin Asst. II	MONDAY, TUESDAY, WEDNESDAY
	BINHAZER D. ABDUL	Admin Asst. II	WEDNESDAY, THURSDAY, FRIDAY
	NUKMADIN T. KABUNTALAN	Admin Asst. II	MONDAY-FRIDAY (08:00-12:00 noon)
F. SUPPLY SECTION	AISA R. BIANG	Supply Officer II	MONDAY - THURSDAY
	SALMAN MOHAMMAD	Supply Assistant	MONDAY - WEDNESDAY
	KHALID MAULANA	Supply Assistant	WEDNESDAY - FRIDAY
G. GENERAL SERVICES	ZAHRA UNTONG		MONDAY - FRIDAY
	DIMATINGKAL, SITTE	Admin Aide (Utility)	MONDAY - FRIDAY
	USMAN, MONERSAHID	Admin Aide (Utility)	MONDAY - FRIDAY
	USMAN, MOHALIDIN	Admin Aide (Utility)	MONDAY-FRIDAY
	SULA, ASMIN M.	Assistant General Services	MONDAY - FRIDAY
	MASTUR, TUNGGO A.	Admin Aide IV	MONDAY - FRIDAY
	VELOSO, RESALDO		MONDAY - FRIDAY
	BUNDOS, HAROLD		MONDAY - FRIDAY
H. RECORDS SECTION	FATMA SALIK	Administrative Officer III	TUESDAY - FRIDAY
	ABDURRAHMAN, TARHATA	Admin Assistant III	MONDAY - THURSDAY

**TECHNICAL MANAGEMENT DIVISION
ALTERNATIVE WORK SCHEDULE**

Effective January 24, 2022

SECTION	NAME	DESIGNATION	SCHEDULE
TMD	ABDULWAHID SENDAD	Chief, TMD-Designate	MONDAY-FRIDAY
A. SMSG SECTION	ROCAYYA G. EDRES	Sr. SRS	MONDAY, WEDNESDAY, FRIDAY
	ANDY K. HUSAIN	Focal-Education	MONDAY, TUESDAY, WEDNESDAY
	ALIMUDIN M. KANDANG	SRS II	TUESDAY, WEDNESDAY, THURSDAY
	ABDULRAHIM A. ABDULLAH		MONDAY, WEDNESDAY, FRIDAY
B. R AND D SECTION	MOAMMER A. TABARA	Sr. SRS	MONDAY, TUESDAY, WEDNESDAY
	FREDRIC S. CADUNGOG	SRS II	TUESDAY, WEDNESDAY, THURSDAY
	BENBELLAH ALI Y. DANDAMUN	SRS I	MONDAY, THURSDAY, FRIDAY
C. STS SECTION	MONAWARA ABDULBADIE	Sr. SRS	MONDAY, TUESDAY, WEDNESDAY
	BEA U. MIDTIMBANG	SRS II	TUESDAY, WEDNESDAY, THURSDAY
	AJEYYAH ABDUL	SRS I	MONDAY, THURSDAY, FRIDAY
	ABDULLAH, RUGAYA H.	HVL	TUESDAY, WEDNESDAY, THURSDAY
	ABDULKADIR, ROBAIDAH M.	HVL	MONDAY, THURSDAY, FRIDAY
C. BANGSAMORO STANDARDS AND HALAL TESTING LABORATORIES	PAGLINAWAN, GLADYS G.	CHEM LAB	TUESDAY, THURSDAY, FRIDAY
	MATANOG, AMMERRAH P.	CHEM LAB	MONDAY, TUESDAY, WEDNESDAY
	SINARIMBO, NADJIYAH O.	MICRO LAB	MONDAY, WEDNESDAY, FRIDAY
	SUMAGKA, RAHIMA C.	MICRO LAB	TUESDAY, WEDNESDAY, THURSDAY

	MAGANDIA, MOJAHID ACMAD S.	METRO LAB	TUESDAY, WEDNESDAY, THURSDAY
	LUMAMBAS, PINKY A.	ONELAB	MONDAY, THURSDAY, FRIDAY
	ALI, ALMANZUR D.	ONELAB	

**OFFICE OF THE MINISTER
ALTERNATIVE WORK SCHEDULE**

Effective January 24, 2022

Annex A

SECTION	NAME	DESIGNATION	SCHEDULE
OFFICE OF THE MINISTER	Bai Hamda R. Lauban	Admin Aide VI	MONDAY-FRIDAY
	Hayfa S. Tolia	Information Officer	TUESDAY, WEDNESDAY, THURSDAY
	Almansur O. Mokamad		MONDAY, TUESDAY, THURSDAY
	Noraisa M. Kunak	Admin Aide IV	MONDAY, WEDNESDAY, THURSDAY
A. LEGAL UNIT	Atty. Norhussien U. Lauban	Atty IV	MONDAY, WEDNESDAY, FRIDAY
B. PLANNING UNIT	Engr. Abdulwahid A. Sendad	Planning Officer III	MONDAY-FRIDAY
	Hayder Dukan	Planning Officer I	MONDAY-FRIDAY
	Burhan Rasheed Akmad	Planning Analyst	MONDAY-FRIDAY
	Zainal D. Kail	Admin Aide IV	MONDAY-FRIDAY
C. INTERNAL AUDIT UNIT	Nadiyah Abdurrahman	Internal Auditor II	TUESDAY, WEDNESDAY, THURSDAY
D. MIS UNIT	Mansur Panalangin	Admin Officer IV	MONDAY, TUESDAY, FRIDAY
	Al-thasid Panasang	IT Staff	MONDAY, TUESDAY, WEDNESDAY
	Khalid Abubakar	IT Staff	TUESDAY, THURSDAY, FRIDAY
	Cairudin Macatanto	IT Staff	WEDNESDAY, THURSDAY, FRIDAY

**PROVINCIAL OFFICE
ALTERNATIVE WORK SCHEDULE**

Effective January 24, 2022

SECTION	NAME	DESIGNATION	SCHEDULE
A. COTABATO CITY	MONISA ALI	SRA	MONDAY, WEDNESDAY, THURSDAY
	ABDULNASSER AKMAD	ADMIN OFFICER I	MONDAY, TUESDAY, FRIDAY
	NAUT USMAN	ADMIN ASST. II	TUESDAY, WEDNESDAY, THURSDAY
	KURSOM AGAO	ADMIN ASST. II	MONDAY, WEDNESDAY, FRIDAY

**TECHNICAL MANAGEMENT DIVISION
ALTERNATIVE WORK SCHEDULE**
Effective January 24, 2022

SECTION	NAME	DESIGNATION	SCHEDULE
	ABDULWAHID SENDAD	Chief, TMD-Designate	MONDAY-FRIDAY
	ROCAYA G. EDRES	Sr.SRS	MONDAY, WEDNESDAY, FRIDAY
	ANDY K. HUSAIN	Focal-Education	MONDAY, TUESDAY, WEDNESDAY
	ALIMUDIN M. KANDANG	SRS II	TUESDAY, WEDNESDAY, THURSDAY
	ABDULRAHIM A. ABDULLAH		MONDAY, WEDNESDAY, FRIDAY
	MOAMMER A. TABARA	Sr.SRS	MONDAY, TUESDAY, WEDNESDAY
	FREDRIC S. CADUNGOG	SRS II	TUESDAY, WEDNESDAY, THURSDAY
	BENBELLAH ALI Y. DANDAMUN	SRS I	MONDAY, THURSDAY, FRIDAY
	MONAWARA ABDULBADIE	Sr.SRS	MONDAY, TUESDAY, WEDNESDAY
	BEA U. MIDTIMBANG	SRS II	TUESDAY, WEDNESDAY, THURSDAY
	ALEYAH ABDUL	SRS I	MONDAY, THURSDAY, FRIDAY
	ABDULLAH, RUGAYA H.	Sr.SRS	TUESDAY, WEDNESDAY, THURSDAY
	ABDULKADIR, ROBAIDAH M.	SRS I	MONDAY, TUESDAY, WEDNESDAY
	PAGLINAWAN, GLADYS G.	Sr.SRS	MONDAY, TUESDAY, FRIDAY
	MATANOG, AMMERRAH P.	SRS I	MONDAY, THURSDAY, FRIDAY
	SINARIMBO, NADJIYAH O.	Sr.SRS	MONDAY, WEDNESDAY, FRIDAY
	SUMAGKA, RAHIMA C.	Lab Aide	TUESDAY, WEDNESDAY, THURSDAY

	MAGANDIA, MOJAHID ACMAD S.	Sr.SRS	TUESDAY, WEDNESDAY, THURSDAY
	LUMAMBAS, PINKY A.	Lab Aide	MONDAY, THURSDAY, FRIDAY
	ALI, ALMANZUR D.	Lab Aide	MONDAY, THURSDAY, FRIDAY
L FUND	YZEL ANDREW A. ARON		WEDNESDAY, THURSDAY
	MARINELL C. MABAZZA		THURSDAY, FRIDAY
	SAIDA ALE BAGONTE		MONDAY, TUESDAY

OFFICE OF THE MINISTER
ALTERNATIVE WORK SCHEDULE
Effective January 24, 2022

SECTION	NAME	DESIGNATION	SCHEDULE
OFFICE OF THE MINISTER	Bai Hamda R. Lauban	Admin Aide VI	MONDAY-FRIDAY
	Hayfa S. Tolia	Information Officer	TUESDAY, WEDNESDAY, THURSDAY
	Almansur O. Mokamad		MONDAY, TUESDAY, THURSDAY
	Noraisa M. Kunak	Admin Aide IV	MONDAY, WEDNESDAY, THURSDAY
PLANNING UNIT	Atty. Norhussien U. Lauban	Atty IV	MONDAY, WEDNESDAY, FRIDAY
	Engr. Abdulwahid A. Sendad	Planning Officer III	MONDAY-FRIDAY
	Hayder Dukan	Planning Officer I	MONDAY-FRIDAY
	Burhan Rasheed Akmad	Planning Analyst	MONDAY-FRIDAY
INTERNAL AUDIT UNIT	Zainal D. Kali	Admin Aide IV	MONDAY-FRIDAY
	Nadiyah Abdurrahman	Internal Auditor II	TUESDAY, WEDNESDAY, THURSDAY
	Mansur Panalangin	Admin Officer IV	MONDAY, TUESDAY, FRIDAY
	Al-rhasid Panasang	IT Staff	MONDAY, TUESDAY, WEDNESDAY
IT UNIT	Khalid Abubakar	IT Staff	TUESDAY, THURSDAY, FRIDAY
	Cairudin Macatanto	IT Staff	WEDNESDAY, THURSDAY, FRIDAY

**PROVINCIAL OFFICE
ALTERNATIVE WORK SCHEDULE**

Effective January 24, 2022

SECTION	NAME	DESIGNATION	SCHEDULE
TO CITY	MONISA ALI	SRA	MONDAY, WEDNESDAY, THURSDAY
	ABDULNASSER AKMAD	ADMIN OFFICER I	MONDAY, TUESDAY, FRIDAY
	NAUT USMAN	ADMIN ASST. II	TUESDAY, WEDNESDAY, THURSDAY
	KURSOM AGAO	ADMIN ASST. II	MONDAY, WEDNESDAY, FRIDAY
JANAO	ENGR. JANDATU SALIK	St. SRS	MONDAY, THURSDAY, FRIDAY
	IBRAHIM PANALANGIN	SRR II	MONDAY, TUESDAY, WEDNESDAY
	MACMOD ALI	ADMIN OFFICER. I	MONDAY, TUESDAY, FRIDAY
	BAI MARHAMA ISHAK	ADMIN ASST. II	MONDAY, WEDNESDAY, THURSDAY

FINANCE AND ADMINISTRATIVE DIVISION (FAD)
ALTERNATIVE WORK SCHEDULE
Effective January 24, 2022

SECTION	NAME	DESIGNATION	SCHEDULE
CHIEF OFFICE	RAMLA BITUANAN-LANTONG	Chief, FAD-Designate	WEDNESDAY - FRIDAY
ACCOUNTING SECTION	RAHIB A. SENDAD	Accountant III	MONDAY-THURSDAY
	GWENDOLYN MENDOZA	Accountant I	MONDAY, TUESDAY & FRIDAY
	RANA S. MOKAMAD	Financial Analyst	MONDAY, TUESDAY & FRIDAY
	FATMA ALLYSSA O. MAMISON	Bookkeeper	WEDNESDAY, THURSDAY & FRIDAY
	SAHARAN FERDAUSI JAUHALI SILONGAN	Accounting Aide	WEDNESDAY, THURSDAY & FRIDAY
BUDGET SECTION	NORIA P. KAMALUDIN	Budget Officer III	MONDAY-THURSDAY
	SITTIE SHAHANIE M. DELNA	Administrative Officer III	TUESDAY, THURSDAY
	ALFAIZAH SALI	Accounting Aide	MONDAY, WEDNESDAY
CASHIER SECTION	BAI SITTIE JOHARNIE L. DAWI	Cashier III	TUESDAY, WEDNESDAY, THURSDAY
	SAIDA PIPIKAN	Cashier Assistant - Receiving	MONDAY-WEDNESDAY
	DATU ALFAHAR MENANG		WEDNESDAY- FRIDAY
	ALMANSOR AKMAD	Cashier Assistant - Disbursing	MONDAY- FRIDAY (08:00-12:00 noon)
PROPERTY SECTION	JOHAIRON L. USOP	Administrative Officer III	TUESDAY - FRIDAY
	MUHSIN AYATULLAH K. MAULANA	Admin. Asst. II	MONDAY - WEDNESDAY

	SAIDEN K. MACALIMPAS	Procurement Assistant- Canvasser	WEDNESDAY-FRIDAY
	NASSER L. SALIK	Procurement Assistant- Canvasser	MONDAY - WEDNESDAY
	ALMIRA MACARARAB	Admin Asst. /Procurement Asst.	WEDNESDAY-FRIDAY
	HADJARA A. DAGO	HRMO III	WEDNESDAY - FRIDAY
ION	HAMIRA . ALMULA	Administrative Officer III	MONDAY, TUESDAY, WEDNESDAY
	REHANNAH M. SANDAY	Admin Asst. II	MONDAY, TUESDAY, WEDNESDAY
	BINHAZER D. ABDUL	Admin Asst. II	WEDNESDAY, THURSDAY, FRIDAY
	NUKMADIN T. KABUNTALAN	Admin Asst. II	MONDAY-FRIDAY (08:00-12:00 noon)
	AISA R. BIANG	Supply Officer II	MONDAY - THURSDAY
SECTION	SALMAN MOHAMMAD	Supply Assistant	MONDAY - WEDNESDAY
	KHALID MAULANA	Supply Assistant	WEDNESDAY - FRIDAY
	ZAHRA UNTONG		MONDAY, WEDNESDAY, FRIDAY
	DIMATINGKAL, SITTIE	Admin Aide (Utility)	MONDAY- FRIDAY
	USMAN, MONERSAHID	Admin Aide (Utility)	MONDAY- FRIDAY
S SERVICES	USMAN, MOHALIDIN	Admin Aide (Utility)	MONDAY-FRIDAY
	SULA, ASMIN M.	Assistant General Services	MONDAY- FRIDAY
	MASTUR, TUNGCO A.	Admin Aide IV	MONDAY- FRIDAY
	VELOSO, RESALDO		MONDAY- FRIDAY
	BUNDOS, HAROLD		MONDAY- FRIDAY
	FATMA SALIK	Administrative Officer III	TUESDAY - FRIDAY
	ABDURRAHMAN, TARHATA	Admin Assistant III	MONDAY- THURSDAY