



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

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①	OFFICE OF THE MINISTER	02-08-22	BAI HAMDA R. LAUBAN	
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③	LEGAL UNIT	02-08-22	BAI HAMDA R. LAUBAN	
④	PME UNIT			
⑤	MANAGEMENT INFORMATION SYSTEM	02/08/2022	ALYAS W. PANTSANG	
⑥	FINANCE AND ADMIN. DIVISION	2/8/22	FORNANI S.	FOR PPD chief
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⑪	RECORDS SECTION	2/8/22	FORNANI S.	
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⑮	TECHNICAL AND MANAGEMENT DIVISION	2/8/22	Genial Lala	FOR DAD
⑯	RESEARCH AND DEV'T SECTION	2/8/22	M.C. Nuhm	
⑰	SCIENCE AND TECH. SERVICES SECTION	2/19/22	bes n.	
⑱	SCIENCE EDUCATIONS, SCHOLARSHIP, GRANTS & AWARDS SECTION	2/8/22	A. Komaner	
⑲	BANGSAMORO STANDARDS AND HALAL TESTING LABORATORIES	2/08/22	Aling	
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21	METROLOGY			
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⑳	BANGSAMORO DIRECTOR GENERAL	01/08/22	Mohalidan Kemal	
㉑	REGION FOCAL FOR PROVINCES	0/02/22		
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Office of the Minister

MEMORANDUM

Order No. 005

Series of 2022

TO : PERMANENT AND CONTRACT OF SERVICE PERSONNEL
This Office

SUBJECT : Reiteration of the Memorandum Order No. 005, s. 2021, re:
Submission of Daily Time Record (DTR) and Accomplishment
Report for the Contract of Service Personnel.

DATE : January 31, 2022 | *Jumada Al- Akhirah 28, 1443*

In view of our desire to implement smooth and timely processing of the Monthly payroll of Salary for Permanent and Contract of Service Personnel (Cosp), the Human Resource Management Section has initiated to adopt synchronized submission of duly accomplished and signed Daily Time Record (DTR) and Accomplishment Report (AR).

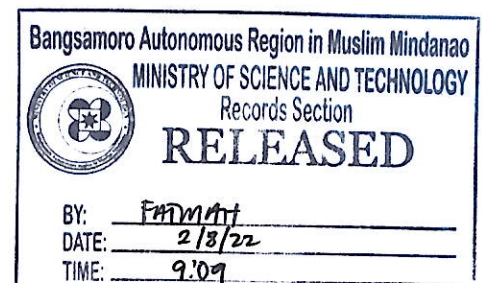
In reiteration of Memorandum Order No. 015, series of 2021, employees are required to submit their Original copies of their duly signed DTR together with the photocopy of logbook(reflecting their in and out attendance especially for the Provincial Offices) and AR (for COSPs) only.

In this regard, all employees are hereby directed to submit the above mentioned documents to the Human Resource Management Section every 1st day of the month for the Provincial offices and every 10th day of the month for the Regional Office. For uniformity purposes, you are advice to use the prescribed template for the Accomplishment Report (AR).

Personnel who failed to submit their DTR and AR on the scheduled date will receive their salary on the succeeding month.

For information and strict compliance.

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



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