



Republic of the Philippines  
 Bangsamoro Autonomous Region in Muslim Mindanao  
**MINISTRY OF SCIENCE AND TECHNOLOGY**  
 Bangsamoro Government Center, Cotabato City



**MEMORANDUM**

Order No. 006

Series of 2022

TO : **ALL CONCERNED EMPLOYEES**  
*This Office*

SUBJECT : **REITERATION OF ADMINISTRATIVE ORDER NO. 01, SERIES OF 2020**

DATE : **FEBRUARY 9, 2022 / 7 RAJAB143H**

1. This has reference to the approved and duly signed Administrative Order No. 01, series of 2020 of this office, re: **Comprehensive Guidelines on Financial Management.**

2. Provision no. 06 of the said AO re: **Guidelines on Submission and Processing of Claims** states the following, to wit:

*"Section 4, P.D. 1445, states that claims against government funds shall be supported with complete documentation."*

*"All claims shall only be processed and disbursed upon presentation of complete, correct, and authentic documents to support the same lest there be violation of law."*

3. As a policy of this office, the practice of submitting prerequisite supporting documents after the conduct of every activity is **strictly prohibited**. Consequently, the Procurement Section will not entertain late submission of documents albeit complete.

4. With this, all concerned are hereby directed to strictly follow the established schedule of submitting pertinent activity documents.

5. For information, guidance and strict compliance.

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

Bangsamoro Autonomous Region in Muslim Mindanao	
MINISTRY OF SCIENCE AND TECHNOLOGY	
Records Section	
<b>RELEASED</b>	
BY:	FARMAT
DATE:	2/14/22
TIME:	15:53



## RECORDS SECTION

Ministry of Science and Technology  
Bangsamoro Autonomous Region in Muslim Mindanao



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