



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



MEMORANDUM

Order No. **008**

Series of 2022

TO : ALL DIVISIONS, SECTIONS AND UNITS
This Office

SUBJECT : PARTICIPANTS TO THE WORKSHOPS ON TECHNICAL WRITING
AND CREATION OF OPERATIONS MANUAL

DATE : February 22, 2022 | Rajab 21, 1443

1. This ministry is planning to conduct two (2) consecutive training workshops scheduled on **March 5 - 11, 2022** at the Waterfront Insular Hotel, Davao City, to wit:
 - a. Technical writing workshop; and
 - b. Training workshop on the creation of Operations Manual.
2. In preparation for the said activities, all participants are requested to prepare the following:
 - i. At least one (1) laptop per division/section/unit;
 - ii. Valid ID;
 - iii. Vaccination Card (must be fully vaccinated); and
 - iv. Davao Safe QR Code.
3. In order to adhere with health protocols, attached herewith is the list indicating the participants per division/section/unit.
4. For information, guidance and compliance.


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

Encl.a/s



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DATE FEB 24 2022
BY: *[Signature]*



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 (Please)	REMARKS
①	OFFICE OF THE MINISTER - PROPER			
②	LEGAL UNIT	03-01-22	Hamda	
③	INTERNAL CONTROL UNIT	3/1/22	Nadiah 12:50 pm	
④	PLANNING, MONITORING AND EVALUATION UNIT	ok		
⑤	MANAGEMENT INFORMATION SYSTEM	01/01/1989	AL-RITASID Pankal	
⑥	FINANCE AND ADMINISTRATIVE DIVISION	3/1/22	Farman S.	
7	ACCOUNTING SECTION			
8	BUDGET SECTION			
9	CASH SECTION			
10	HUMAN RESOURCE MANAGEMENT SECTION			
11	RECORDS SECTION			
12	GENERAL SERVICES SECTION			
13	SUPPLY SECTION			
14	PROCUREMENT SECTION			
⑮	TECHNICAL AND MANAGEMENT DIVISION	1/1/22	Faisal	For TRAD
16	RESEARCH AND DEV'T SECTION			
17	SCIENCE AND TECH. SERVICES SECTION			
18	SCIENCE EDUCATIONS, SCHOLARSHIP, GRANTS & AWARDS SECTION			
⑲	BANGSAMORO STANDARDS AND HALAL TESTING LABORATORIES	03/01/22	Gladys Puyinang	
20	MICROBIOLOGY LABORATORY			
21	METROLOGY LABORATORY			
22	HALAL VERIFICATION LABORATORY			
23	PHYSIO-CHEMICAL LABORATORY			
⑳	BANGSAMORO DIRECTOR GENERAL	3/1/22	Focal	✓
㉑	REGION FOCAL FOR PROVINCES	3/1/22	BPG	✓
26	PSTC MAGUINANAO			
27	PSTC LANA DEL SUR			
28	PSTC COTABATO CITY			
29	PSTC SGA			
30	PSTC BASILAN			
31	PSTC SULU			
32	PSTC TAWI-TAWI			
NATIONALLY FUNDED PROGRAMS				
33	ENHANCED TESTING CAPABILITIES FOR HVL (DOST - ETCH)	3/1/22	> 80	
34	ONELAB			
35	RXBOX 1000			
36	BARMH HEALTH RESEARCH AND DEVELOPMENT CONSORTIUM (BHRDC)			

PARTICIPANTS LIST		
1	OFFICE OF THE MINISTER - PROPER	MINISTER
		BADRIA LIDASAN
		BAI HAMDA LAUBAN
		SECURITY PERSONNEL
		DRIVER
		DRIVER
2	MANAGEMENT INFORMATION SYSTEM	MANSUR PANALANGIN
		PANASANG, AL-RASHID
3	INFORMATION COMMUNICATION SECTION	HAYFA TOLIA
4	INTERNAL CONTROL UNIT	NADIAH ABDURAHMAN
5	LEGAL UNIT	ATTY. LAUBAN
6	PME / TECH. MANAGEMENT DIVISION	ENGR. ABDULWAHID SENDAD
		HAYDER DUKAN
7	DEPUTY MINISTER	
8	FINANCE AND ADMIN. DIVISION	RAMLA BITUANAN-LANTONG
9	CASH SECTION	BAI SITTIE JOHARNIE L. DAWI
		ALMANSOR G. AKMAD
10	BUDGET SECTION	NORIA P. KAMALUDIN
		SITTIE SHAHANIE MACMOD-DELNA
11	ACCOUNTING SECTION	RAHIB A.SENDAD
		MENDOZA, GWENDOLYN B.
12	HUMAN RESOURCE MNGT SECTION	HADJARA A. DAGO
		HAMIRA ALMULA
13	RECORDS SECTION	FATMAH SALIK
		KHALID ABUBAKAR
14	GENERAL SERVICES SECTION	ZAHRA UNTONG
		MASTUR, TUNGCO
15	SUPPLY SECTION	AISA DEL ROSARIO BIANG - NUL
		KHALID MAULANA
16	PROCUREMENT SECTION	ENGR. JOHAIRON USOP
		ALMIRA R.MACARARAB
17	RESEARCH AND DEV'T SECTION	ENGR. MOAMMER A. TABARA
		FREDRIC S. CADUNGOG
18	SCIENCE AND TECH. SERVICES SECTION	MONAWARA M. ABDULBADIE
		ABDUL, ALEYDAH G.
19	SCIENCE EDUCATIONS, SCHOLARSHIP, GRANTS & AWARDS SECTION	ROCAPA G. EDRES, LPT, MSCIED
		ALIMUDIN KANDANG

20	MICROBIOLOGY	NADJIYAH O. SINARIMBO
		RAHIMA C. SUMAGKA
21	METROLOGY	ENGR. MOJAHID ACMAD S. MAGANDIA
		ALMANZUR D. ALI
22	HVL	RUGAYA H. ABDULLAH-MAGANDIA, RCh
		ROBAIDAH M. ABDULKADIR, RCh
23	CHEMICAL LAB.	GLADYS G. PAGLINAWAN, RCh
		AMMERRAH MATANOG
24	OFFICE OF THE BANGSAMORO DIRECTOR GENERAL	NASRODIN BUISAN
		MOHALIDEN AKMAD
		NAIMA USOP
25	MAGUINANAO *	ENGR. JANDATU S. SALIK
		IBRAHIM PANALANGIN
26	LANAO DEL SUR*	ENGR. ALINADER A. SARANGANI
		NORALYN IMPA
27	COTABATO CITY*	NAUT USMAN
		MONISA ALI
28	SGA*	FATIMA M. KADIL
		MUHAIMEN H. CUKA
29	BASILAN *	ARFIE J. EDRIS
		NOORA IKLAMAN
30	SULU*	NODURA HALIL
		NURISA JULPA
31	TAWI-TAWI*	SHIRMAL S. MUDJAHIRON
		FERDAUZIA BAHAD
32	RXBOX 1000	ANDREW ARON
33	BARMM HEALTH RESEARCH AND DEVELOPMENT COSORTIUM	MARINEL MABAZA
34	DEVELOPMENT AND DEPLOYMENT OF TRAINING MODULES ON HALAL	ALMANSUR MOKAMAD
35	SECRETARIATS	ALFAHAR MENANG
		BINHAZER ABDUL
		REHANNAH SANDAY