



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



MEMORANDUM

Order No. 636

Series of 2022

TO/FOR : **ALL DIVISION AND SECTION HEADS**
Regional Office
This Ministry

SUBJECT : **LIST OF STANDARD OPERATING PROCEDURES**

DATE : **16 August 2022 | Muharram 18, 1444**

In line with the training workshop on the creation of Operations Manual conducted last March 9-10, 2022 and in preparation for the actual drafting of the same, you are hereby directed to submit the list of standard operating procedures of your respective division and section.

The same shall be submitted on or before morning of Friday, **August 19, 2022** to the Records Section's e-mail: official.records.most@gmail.com following the template attached herewith for consolidation.

For **information** and **compliance**.


ENGR. AIDA M. SILONGAN, MAPDS
Minister


Encl.a/s

