



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



MEMORANDUM

Order no. 048
Series of 2022

TO / FOR : **ALL CONCERNED PERSONNEL**
Regional Office
This Ministry

SUBJECT : **Training Workshop on the formulation of Standard Operating Procedures (SOP)**

DATE : **27 October 2022 | Rabi' II 2, 1444 AH**

In continuation of the Training on the creation of Operations Manual (OM) held last March of this year at Davao City, the Records Section under Administrative Division will be conducting a follow-up activity entitled: **Training Workshop on the Formulation of Standard Operating Procedures (SOP)** to be held at Em Manor Hotel & Convention Center, Cotabato City on **November 7 - 8, 2022**.

Attached herewith is the list of allotted participant per division/section/unit. All participants are hereby directed to participate and bring/prepare the following:

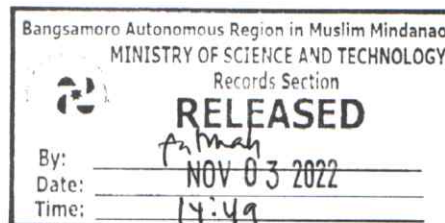
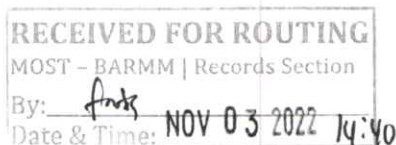
- a) Outputs of the mentioned March 2022 training
- b) One (1) laptop per division/section/unit

For information and compliance.

ENGR. AIDA M. SILOGAN, MAPDS
Minister

AS

Encl. a/s





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PARTICIPANTS

Office of the Minister Proper			8
	Engr. Aida M. Silongan, MAPDS	Minister	
	Badria S. Lidasan	EA V	
	Mohamad Saudi Silongan	EA I	
	Benjamin Silongan	Admin Asst IV	
	Bai Hamda Lauban	Admin Aide VI	
	3 Security personnel		
Office of the Deputy Minister			2
	Engr. Edsel Mohammad. Jilhano	Deputy Minister	
	TBA		
Support to Operations			5
	Engr. Abdulwahid Sendad	Planning Officer	
	Atty. Norhusein Lauban	Legal Officer	
	Almansur Mokamad	Information and Communication Officer	
	Rajiv Maulana	Internal Auditor (OIC)	
	Mansur Panalangin	MIS / IT Focal	
Office of the Bangsamoro Director General			2
	Engr. Abdulrakman K. Asim, PME	BDG	
	Mohaliden T. Akmad	Admin Asst IV	
Finance and Administrative Office			
Finance Division			3
	Rahib A Sendad	Chief Accountant	
	Noria P Kamaludin	Budget Officer	
	Bai Sittie Joharnie Dawi	Cashier	
Administrative Division			6
	Ramla S. Bituanan-Lantong	Chief Admin Officer	
	Fatmah A Salik	Records Officer	





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	Johairon Usop	General Services Officer	
	Aisa R Biang	Supply Officer	
	TBA	HRMS Representative	
	Nadiyah Abdurrahman	Procurement Officer	
Technical Management and Operation Services			1
	Nasrodin U Buisan RCh	Director II	
Science Education, Scholarship, Grants and Awards Division			2
	Rocaya Edres	Chief	
	Alimudin Kandang	Scholarships, Grants and Awards Section	
Research and Development Services			1
	Engr. Moammer Tabara	Director II	
Research, Development & Innovations Division			1
	Engr. Jandatu Salik	Chief	
Advance Science and Tech. Division			1
	Ibrahim Panalangin	Sr SRS	
Integrated Laboratory Division			4
	Nadiyah Sinarimbo	Microbiology	
	Mojahid Magandia	Metrology	
	Rugaya Abdullah	HVL	
	Gladys Paglinawan	Physio-Chemical	
Secretariat	TBA		2
Total			38

