



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



MEMORANDUM

Order No. 049
Series of 2022

TO : **ALL PERSONNEL**
Regional Office and Provincial Science and Tech. Centers

SUBJECT : **DISSEMINATION OF ACTIVITY RELATED TEMPLATES**

DATE : **16 November 2022 | Rabi Al-Akhar 22, 1444**

In connection with this ministry's endeavor to standardized procedures, it is likewise necessary to standardize templates of regular and common transactions.

With this, the following templates attached herewith is hereby disseminated, to wit:

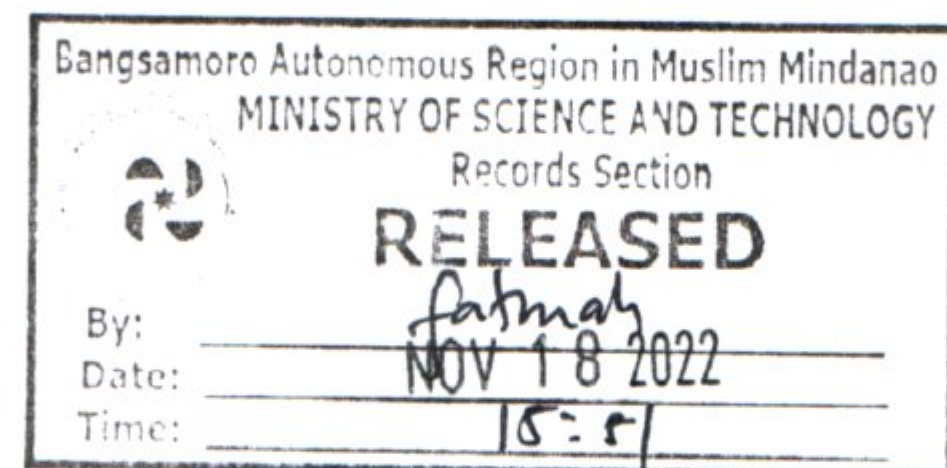
No.	Document Name
Annex A	Travel Order
Annex B	Post Travel Report
Annex C	Activity Proposal
Annex D	Post Activity Report

Soft copies can be accessed thru this link: <https://bit.ly/3V3gx62>

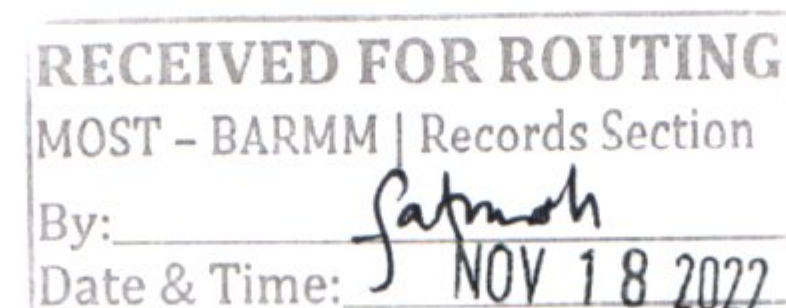
The above-mentioned templates are effective upon the issuance of this memorandum.

For your **information, guidance and compliance.**

ENGR. AIDA M. SILONGAN, MAPDS
Minister



Encl.a/s





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(month/day/year)

TRAVEL ORDER NO. 00-000
Series of 2022

1. The following name/s of MOST-BARMM personnel are hereby authorized to undertake official travel with the following details, effective:

FROM / EDD : **January 31, 2022**
TO / EDA : **February 1, 2022**

2. Destination: **Gonzalo Javier St., RH-7, Cotabato City**
(Brgy, Municipality, City, Province)
3. Purpose: **To attend... To participate... (activity title)**
(Actual role in the activity)
4. Name/s of personnel: **a) Maria Clara
b) Crisostomo Ibarra**
5. Total period of day/s: **Two (2) days**
6. Mode of transportation: **Private Utility Vehicle/
Official vehicle/
Public Van / Public Bus**

Approved by:


ENGR. AIDA M. SILONGAN, MAPDS
Minister

(These are guidelines only. Remove this part when printing.)

Note: Personnel with different role in the activity shall request for separate Travel Order.

Words with **RED FONTS** are samples only.





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POST TRAVEL REPORT
(Activity Title)¹

DATE	ROLE ³	OUTPUT ⁴
(Activity Duration) ²	■	■
	■	■
	■	■
	■	■

Prepared by:

Reviewed and approved by:

PERSONNEL
Position

PERSONNEL
Immediate Supervisor

(These are guidelines only. Remove this part when printing.)

Definition of Terms:

1. **Activity title** – title of activity attended
2. **Activity Duration** - beginning and end date
3. **Role** – Actual involvement / participation in the activity
ex: participant, facilitator, secretariat, etc.
4. **Output** – something produced, gained and changed
ex: Enhanced knowledge on... developed.... presented... actively participated...

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ACTIVITY PROPOSAL

Division/Section	(Division/Section)	
Program:		
Project:		
I.	Identifying Information:	
	Title of Activity:	
	Target Date:	Month-dd-yyyy
	Target Venue:	(City, Province)
	Cooperating Agency/ies:	
	Target no. of Beneficiaries:	(number)
	Activity Cost:	(Total training cost)
	Source of funds: (ex: GAAB – 2022 - MOOE - R&D)	
II.	Rationale:	
	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</p> <p>Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.</p>	
III.	Objectives:	
	<ul style="list-style-type: none"> ● To ● To 	
IV.	Methodology:	
	<p>The methodology of the activity includes:</p> <ul style="list-style-type: none"> ● Lecture and orientation ● Analysis ● Workshop and presentations ● Critiquing and integrating recommendations 	





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V.	Expected Output/Deliverables: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
VI.	Line Item Budget (See annex A)
VII.	Detailed schedule (Program): (See annex B)

Based on the above premises, approval for the budget allocation in the amount of **One Hundred Pesos only (P 100.00)** to defray the expenses to be incurred relative to the above-mentioned activity is highly recommended.

Reviewed and submitted by:

Noted by:

DIVISION HEAD
Position

SERVICE DIRECTOR / BDG (for PSTCs and FAD)
Position

Certified funds available by:

NORIA P. KAMALUDIN
Budget Officer III

RAHIB A. SENDAD, CPA
Chief Accountant

Approved by:

ENGR. AIDA M. SILONGAN, MAPDS
Minister





LINE ITEM BUDGET

Activity Title: (Training Title)

Activity Date: (Training Duration)

Particulars	Amount
I. Personal Services	
Sub-total (PS):	0.00
II. Maintenance and Operating Expenses	
<i>Training Expenses</i>	
• <i>Food</i>	0.00
• <i>Venue</i>	0.00
• <i>Accommodation</i>	0.00
• <i>Professional Expenses / Honorarium</i>	0.00
<i>Supply and Materials Expenses</i>	0.00
<i>Traveling Expenses</i>	0.00
<i>Transportation Expenses</i>	0.00
Sub-total (MOOE):	
Grand TOTAL:	0.00

Reviewed by:

Noted by:

DIVISION CHIEF
Position

SERVICE DIRECTOR / BDG
Position





Annex B

LIST OF PARTICIPANTS

No.	Name	Position	Office
1.			
2.			
3.			
4.			
5.			

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POST ACTIVITY REPORT

Division/Section:	Science and Technology Services
Program/Project:	Science and Technology Services-T Capacity Building: International ServSafe Food Protection – Food Safety Manager Certification Course and Examination
I.	Title of Activity: International ServSafe Food Protection – Food Safety Manager Certification Course and Examination
	Activity date:
	Activity venue:
II.	Results:
	Gender and Development (GAD) Score: Male: Female:
	Main Highlights: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
	Photo documentation: (See annex A)
III.	Conclusion/Recommendation: (Action plan) Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Prepared by:

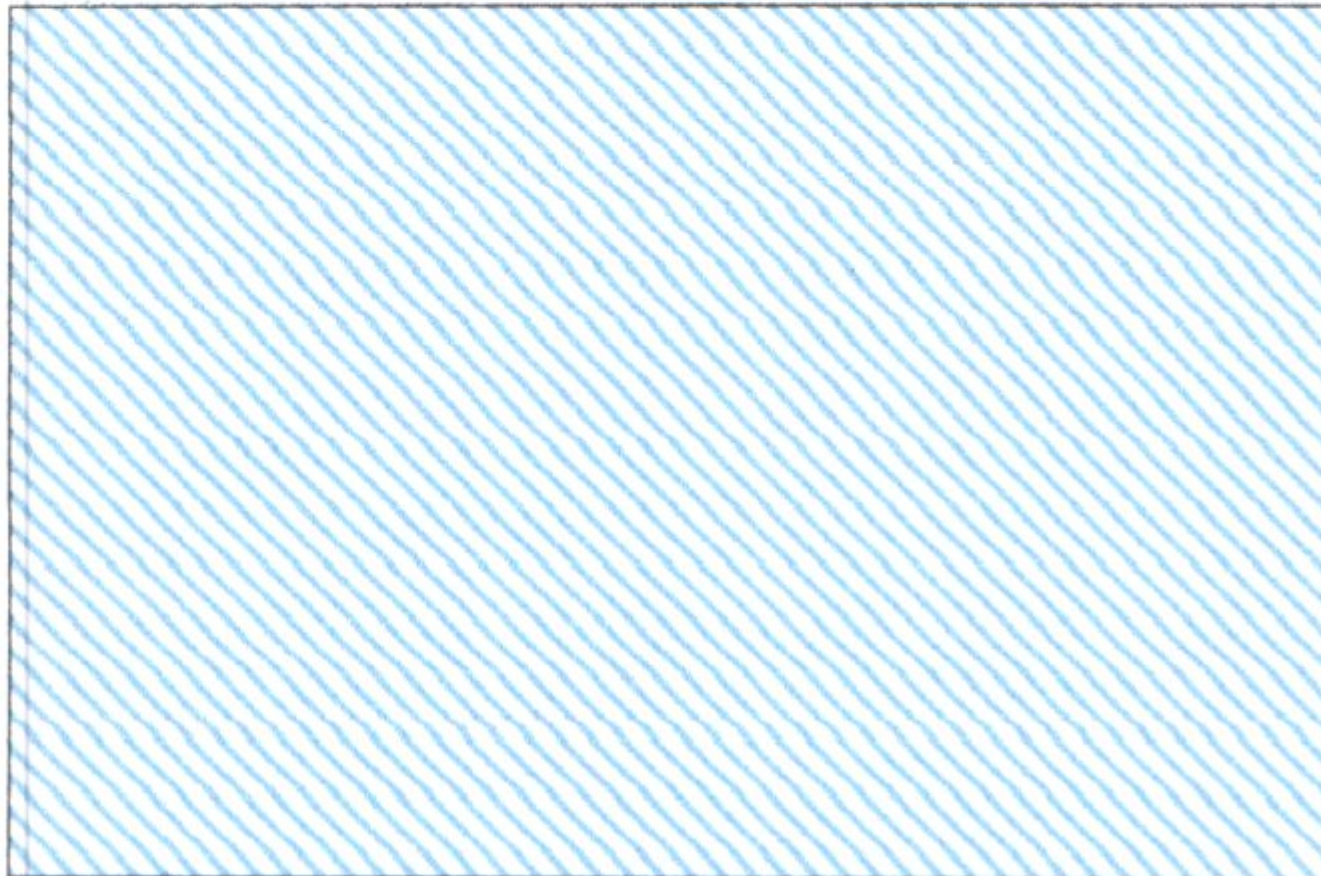
Approved by:

SECTION HEAD
SRS II, STSDIVISION CHIEF
Position

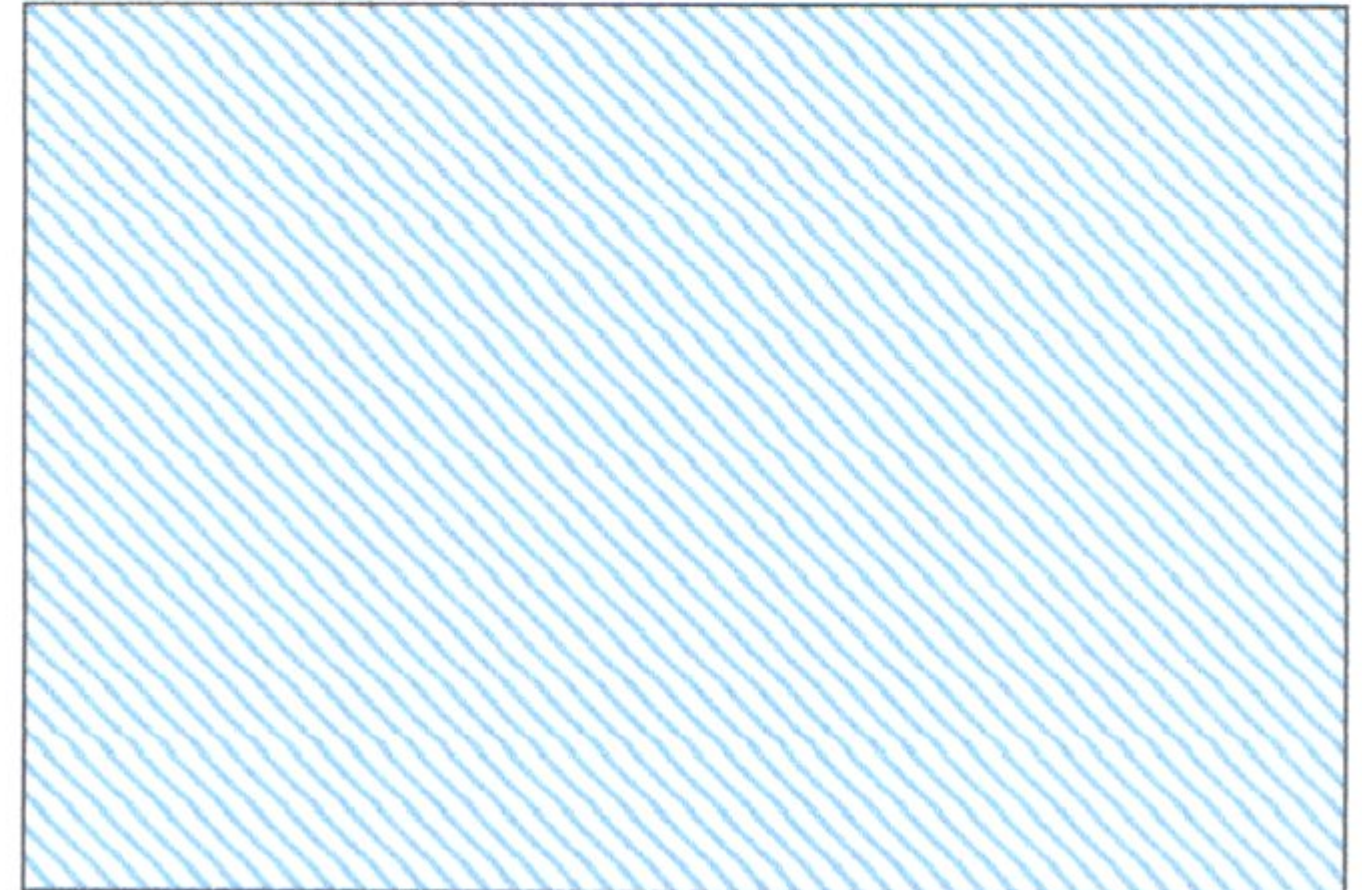


Annex A:

PHOTO DOCUMENTATION



Caption:



Caption:



Caption:



Caption:

(These are guidelines only. Remove this part when printing.)

For trainings: Photo of the tarpaulin and participants in the venue are required.

For production area: Photo of front, back, side and interior of area including the participant is required.

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