



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



MEMORANDUM


Order No. 060
Series of 2022

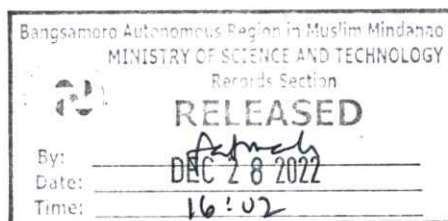
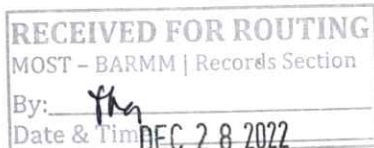
TO/FOR : **HEADS OF SERVICES, DIVISIONS, SECTIONS AND UNIT**
Region Office

SUBJECT : **ADDENDUM TO MEMORANDUM ORDER NO. 057, S. 2022**

DATE : **27 December 2022 | Jumada Al-Akhirah 3, 1444**

1. In addition to Memorandum Order No. 057, s. 2022 re: Submission of Standardized Operating Procedures (SOP) released and disseminated last December 05, 2022, the deadline for the **complete submission** is hereby re-scheduled from Monday, December 19, 2022 to **Tuesday, January 10, 2022** to provide ample time to all involved personnel to draft the mentioned document.
2. The above-memorandum is attached herewith for reference.
3. All heads of services and divisions are hereby directed to ensure the complete submission of each of their respective sections and units.
4. This memorandum is issued to remind all personnel of this ministry that incomplete and lack of submitted SOPs results to postponement and inability of the SOP focal to proceed to the next step of procedure standardization.
5. For information and strict compliance.


ENGR. AIDA M. SILONGAN, MAPDS
Minister





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



MEMORANDUM

Order No. 057
Series of 2022

FOR : ALL HEADS OF UNITS / SECTIONS / DIVISIONS / OFFICES
Regional Office & Provincial Science and Tech. Centers

SUBJECT : SUBMISSION OF STANDARDIZED OPERATING PROCEDURES (SOP)

DATE : 28 November 2022 | Jumada I 4, 1444 AH

This memorandum order is issued as an official follow-up on the submission of your respective Standardized Operating Procedures (SOP) to the Records Section, Administrative Division.


To reiterate, submissions shall be uploaded to the google link below using the prescribed template disseminated thru Memorandum Order No. 036, s. 2022 and during the Training Workshop on the formulation of SOP conducted in Davao City and Cotabato City.

Link: shorturl.at/qrvlQ

To give more time for those with partial to no submission, deadline is moved on **Monday, December 19, 2022.**

Attached herewith is the status of submission per unit/section/division/office.

For information and .


ENGR. AIDA M. SILONGAN, MAPDS
Minister

Bangsamoro Autonomous Region in Muslim Mindanao	
MINISTRY OF SCIENCE AND TECHNOLOGY	
Records Section	
RELEASED	
By: <u>fatmah</u>	
Date: <u>DEC 05 2022</u>	
Time: <u>11:04</u>	

Encl.a/s

ENGR. AIDA M. SILONGAN
ENGR. AIDA M. SILONGAN | Records Section
By: fatmah
Date & Time: DEC 02 2022 4:55

