



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



Special Order No. 050  
Series of 2022

**SUBJECT: Designation as Inventory Focal Person**

In the exigency of service and in view of our desire to have a reliable report on physical count thru efficient flow of inventory taking, the following are hereby designated as **Inventory Focal Person** for the upcoming **Preliminary and Actual Physical Count of Inventory and Property, Plant and Equipment (PPE) for CY 2022**:

DIVISION/SECTION	INVENTORY FOCAL PERSON	INVENTORY COMMITTEE MEMBER	
<b>SUPPORT TO OPERATIONS</b>			
OFFICE OF THE MINISTER	BAI HAMDA LAUBAN	AISA R. BIANG	
OFFICE OF THE DEPUTY MINISTER	BAI HAMDA LAUBAN		
OFFICE OF THE BANGSAMORO DIRECTOR GENERAL	RIDWAN YUSOF		
PLANNING, MONITORING AND EVALUATION DIVISION	BURHAN AKMAD		
LEGAL SECTION	RAJIV MAULANA		
MIS SECTION	ZEM JAR MAMENTONG		
INTERNAL CONTROL	RAJIV MAULANA		
INFORMATION AND COMMUNICATION SECTION	RAJIV MAULANA		
CONSULTANTS	BAI HAMDA LAUBAN		
<b>ADMINISTRATIVE</b>			
SUPPLY- PROPERTY	KHALID MAULANA, JR.	JOHAIRON USOP	
SUPPLY- INVENTORY	ABDULMONIER RAHIM SALMAN MOHAMMAD		
PROCUREMENT SECTION	NASSER SALIK		
GENERAL SERVICES SECTION	TUNGCO MASTUR		
RECORDS SECTION	KHALID ABUBAKAR		
HR SECTION	BINHAZER ABDUL		
<b>FINANCE</b>			
ACCOUNTING SECTION	GWENDOLYN MENDOZA	HAYDER DUKAN	
BUDGET SECTION	MAHATYR NORODEN PUNDOG		
CASH SECTION	ALMANSOR AKMAD		
<b>SESG</b>			
SCIENCE EDUCATION	ANDY HUSAIN		
SCHOLARSHIP GRANTS	ANDY HUSAIN		
<b>STS</b>			
TAPS	AL-RASHID PANASANG		
TTS	AL-RASHID PANASANG		
<b>RESEARCH AND DEVELOPMENT SERVICES</b>			
ASTD	BENBELLAH-ALI DANDAMUN	RUGAYA ABDULLAH- MAGANDIA	
RDID	BENBELLAH-ALI DANDAMUN		
<b>LABORATORY</b>			
HALAL	ROBAIDAH M. ABDULKADIR		
MICRO	NADJIYAH O. SINARIMBO		
PHYSICO-CHEM	GLADYS G. PAGLINAWAN		


METRO	SHARAFUL ILMI A. PADUMAN	HAYDER DUKAN
<b>NATIONALLY FUNDED</b>		
HVL	ROBAIDAH M. ABDULKADIR	
BHRDC	FREDRIC CADUNOG	
DOST-SEI	ANDY HUSAIN	
RXBOX	MARINELL MABAZZA	
<b>MAINLAND PROVINCIAL CENTERS</b>		
Lanao del Sur	ALINADER SARANGANI	TEAM B: Hayder Dukan, Johairon Usop
Cotabato City	NORHAYA SUMALUYAN	TEAM A: Aisa Biang and Rugaya Abdullah
North Cotabato	BAINI SOLAIMAN	TEAM B: Hayder Dukan, Johairon Usop
Maguindanao	NAUT USMAN	TEAM A: Aisa Biang and Rugaya Abdullah
<b>ISLAND PROVINCIAL CENTERS</b>		
Basilan	ARFIE EDRIS	TEAM B: Hayder Dukan, Johairon Usop
Sulu	NURISA JULPA	TEAM B: Hayder Dukan, Johairon Usop
Tawi-Tawi	SHIRMAL MUDJAHIRON	TEAM A: Aisa Biang and Rugaya Abdullah

As such, in addition to your regular functions, you have to assume and perform the duties and responsibilities inherent to your designation as Inventory Focal Person, to wit:

- Identifying the existence, functionality and current end user of the properties entrusted to your respective section/division
- Submit checked Inventory Count Form of your section to the assigned Inventory Committee Member for verification
- Provision of details of the additional property “found at station” but are not in the current list
- Provide details during verification to update the current status of the property
- Responsible for laying the new Property Tag (Stickers) printed and forwarded by the Inventory Committee

This special order takes effect immediately and shall remain in force unless sooner revoked or invalidated by competent authority.

For information and strict compliance.

  
**ENGR. AIDA M. SILONGAN, MAPDS**  
 Minister

Bangsamoro Autonomous Region in Muslim Mindanao MINISTRY OF SCIENCE AND TECHNOLOGY Records Section	
<b>RELEASED</b>	
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