



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



Special Order No. 007  
Series of 2023

**TO :** HEADS OF OFFICES, SERVICES AND DIVISIONS  
*This Ministry*

**SUBJECT :** Submission of Updated Position Description Form (PDF)

**DATE :** January 05, 2023 | *Jumada Al- Akhirah 16, 1444*

1. Position Description provides a clear definition of the tasks to be carried out by the employee and clear reference points/basis against which the employee's performance can be measured and thus forms the basis for appraisals and performance reviews.
2. As such, all heads of office/service/divisions is hereby directed to submit their respective permanent staff's updated Position Description Form to the Human Resource Management Section (HRMS) on or before January 16, 2023.
3. For information and strict compliance.

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

Minister

