



Special Order No. *OR 2*

Series of 2023

SUBJECT: Constitution of the Information and Communication Committee

Date : February 2, 2023

To boost the communication agenda of the ministry, the management committee has decided to create a communication team that will effectively communicate accurate, relevant, and timely information to the public. It is also to update the public on the dissemination of information or updates through the website and official Facebook page in a quick and real-time manner.

Chairman : **Almansur O. Mokamad**
Administrative Officer V (Information Officer III)
Information and Communication Section

Members : 1. **Prof. Hashim Manticayan**
Senior Science Research Specialist
Office of the Bangsamoro Director

2. **Engr. Abdulwahid Sendad**
Planning Officer V
Planning Division

3. **Fatmah Salik**
Records Officer II
Administrative Division

4. **Gwendolyn Mendoza**
Accountant I
Finance Division

5. **Engr. Norhayla Magandia**
Senior Science Research Specialist
STS Division

6. **Andy K. Husain**
Education Assistant/MASE Focal





SESG Division

7. Gladys G. Paglinawan

Senior Science Research Specialist
BSHTL Division

8. Sharaful-Ilmi A. Paduman

Science Research Specialist I
Research and Development Services

Duties and Responsibilities of the Committee:

1. To inform the IC Section 3-5 days before the conduct of activities by submitting the activity proposal for the basis of creating pre-posting updates on the official Facebook page;
2. To get activity coverage of their respective division/section by filling out the IC write-up template. They will coordinate with the division/section conducting the activity to provide the data required in the IC write-up template (post-posting);
3. To submit the accomplished IC write-up template/initial write-up and captured photos and videos by sending it through email (mokamadalmansur@gmail.com);
4. To collect and prepare data/information on updating the website's Management Transparency Seal;
 - A. These are the data needed and to be submitted every end of the quarter's month (March, June, September, December). The assessment can be rescheduled upon a memorandum order from the OCM-BICTO.
 - A. Agency's Mandates and Functions – **Planning Division**
 - B. Employees Position, Designation, and Contact Information – **Administrative Division**
 - C. Annual Financial Reports – **Finance Division**
 - C.1 Statement of Allotment, Obligation, Disbursement, and Allowances
 - C.2 Summary Report of Disbursements
 - C.3 Report on Revenue and Other Receipts
 - C.4 Physical Plan – **Planning Division**





- C.5 Financial Plan
- C.6 Approved Budget and Corresponding Targets
- D. Programs, Projects, and Activities Status of Implementation – **RDS and TMOS**
- E. Annual Procurement Plan – **Administrative Division**
- F. System of Ranking Delivery Units and Individuals - **Administrative Division**
- G. Agency Operations Manual - **Administrative Division**
- H. Updated Calendar of Activities - **RDS and TMOS**
- I. Signed MOA of recently concluded, on-going and future PPAs - **RDS and TMOS Division**
- J. Organizational Structure - **Administrative Division**
- K. Citizen's Charter - **Administrative Division**
- L. Agency Office Issuances - **Administrative Division**


6. To create the ministry's communication plan;

7. To serve as the focal point of their division/section on entertaining visitors inquiring about their respective programs and services.

For information of all concerned.


ENGR. AIDA M. SILONGAN, MAPDS
Minister

Bangsamoro Autonomous Region in Muslim Mindanao	
MINISTRY OF SCIENCE AND TECHNOLOGY	
Records Section	
RELEASED	
By: <u>JEM</u>	
Date: <u>FEB 15 2023</u>	
Time: <u>8:45pm</u>	


RECORDED SECTION
FEB 15 2023 8:45pm

