



**MEMORANDUM**

Order No. 019  
Series of 2023

TO: : **ALL DIVISIONS/SECTIONS**  
*This Ministry*

SUBJECT : **MOST TRANSPARENCY SEAL WEBSITE UPDATING**

DATE : **MAY 4, 2023**

1. To enhance transparency and enforce accountability, all divisions and sections of the ministry are directed to provide the required data/information in the MOST website's Transparency Seal every quarter of the year.

2. The transparency seal contains the following information and shall be provided by the following divisions/sections:

- A. Agency's Mandates, Functions, and VMGO – **Planning Division**
- B. List of Officials - Position, Designation, and Contact Information – **Administrative Division (Human Resource Management Section)**
- C. Quarterly 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
  - C.5 Financial Plan
  - C.6 Approved Budget and Corresponding Targets
- D. Programs, Projects, and Activities Status of Implementation – **RDS and TMOS Division**
- E. Annual Procurement Plan – **Administrative Division (Procurement Section)**
- F. System of Ranking Delivery Units and Individuals - **Administrative Division**
- G. Agency Operations Manual - **Administrative Division (Records Section)**
- H. Updated Calendar of Activities - **RDS and TMOS Division**
- I. Signed MOA of recently concluded, ongoing and future PPAs - **RDS and TMOS Division**
- J. Organizational Structure - **Administrative Division (Human Resource Section)**
- K. Citizen's Charter - **Administrative Division (Legal Section)**
- L. Agency Office Issuances - **Administrative Division (Records Section)**

2. Through the ministry's Information and Communication Section (ICS), the latter will facilitate the collection of data/information in Word document or PowerPoint PDF from respective divisions/sections. The submission deadline will be on or before **May 12, 2023**, for the 1<sup>st</sup>





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



quarter and 2<sup>nd</sup> week of the succeeding quarters of the year (June, September, and December).

3. For information and compliance.

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

**SIGN HERE**

Bangsamoro Autonomous Region in Muslim Mindanao	
MINISTRY OF SCIENCE AND TECHNOLOGY	
Records Section	
<b>RELEASED</b>	
By: <u>tem</u>	
Date: <u>MAY 05 2023</u>	
Time: <u>10:00am</u>	

<b>RECEIVED FOR ROUTING</b>	
MOST - BARMM   Records Section	
By: <u>tem</u>	
Date & Time: <u>MAY 05 2023 10:00am</u>	

