



Office of the Minister

SPECIAL ORDER NO. 032
Series of 2023

TO/ FOR : **ALL CONCERNED PERSONNEL**
This Ministry

SUBJECT : **CONSTITUTION OF MANAGEMENT COMMITTEE,
EXPANDED MANAGEMENT COMMITTEE AND
SECRETARIAT**

DATE : **26 APRIL 2023 | 6 SHAWWAL 1444**

In the exigency of service and in order to ensure continuous and effective delivery of services and to further monitor the accomplishments vis-à-vis targets of the office, this ministry shall hereby create the Management Committee (ManCom), Expanded Management Committee (ExpanManCom) and ManCom Secretariat (ManComSec).

The following officials and employees named herein with corresponding duties and responsibilities shall compose the mentioned committee, to wit:

SECTION 1. CONSTITUTION OF THE MANAGEMENT COMMITTEE (ManCoM)

1.1 The ManCom shall be composed of the following members:

Chairperson	ENGR. AIDA M. SILONGAN, MAPDS Minister
Vice-Chairperson	ENGR. ABDULRAKMAN K. ASIM, PME Bangsamoro Director General
Member	ENGR. EDSEL MOHAMMAD JILHANO Deputy Minister
Member	NASRODIN U. BUISAN, RCh Director II
Member	NASRUDIN A. BUISAN, DiSDS Director II
Member	RAMLA S. BITUANAN-LANTONG Chief Administrative Officer



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Member	ENGR. ABDULWAHID M. SENDAD Chief Planning Officer
Member	RAHIB A. SENDAD, CPA Chief Finance Officer

1.2 The ManCom shall have the following duties and responsibilities:

- a. To provide strategic direction and guidance for the Ministry in achieving its goals and objectives;
- b. To formulate and recommend policies and programs that will promote and support the development of science and technology in the BARMM;
- c. To ensure the effective and efficient utilization of resources allocated for the implementation of science and technology programs in the BARMM;
- d. To monitor and evaluate the implementation of the Ministry's programs and activities; and
- e. To perform such other functions as may be directed by the Minister or as may be necessary for the effective operation of the Ministry.

1.3 The ManCom shall meet regularly once a month (every 1st Monday of the month) or as often as necessary upon the call of the Chairperson.

SECTION 2. CONSTITUTION OF THE EXPANDED MANAGEMENT COMMITTEE (ExpanManCom)

2.1 The ExpanManCom shall be composed of the following members:

- a. All ManCom members;
- b. Heads/Chief of Divisions, to wit:

Chief Science Research Specialist, STS Division	MONAWARA M. ABDULBADIE
Chief Science Research Specialist, SESGA Division	ROCAYA G. EDRES, LPT, MSCIED



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Chief Science Research Specialist, RDI Division	ENGR. JANDATU S. SALIK
Chief Science Research Specialist, AST Division	ENGR. MOAMMER A. TABARA
Acting Chief, Integrated Laboratory Division	RUGAYA H. ABDULLAH-MAGANDIA, RCh

2.2 The ExpanManCom shall have the following duties and responsibilities:

- a. To provide advice and recommendations to the Management Committee on matters related to the Ministry's operations and functions;
- b. To discuss and resolve issues and concerns raised by their respective Divisions and Sections;
- c. To provide technical and operational support in the implementation of science and technology programs in the Ministry;
- d. To assist the Management Committee in the implementation of its policies and decisions;
- e. To facilitate the coordination and collaboration among different divisions or sections of the Ministry; and
- f. To perform such other functions as may be directed by the Minister or as may be necessary for the effective operation of the Ministry.

2.3 The ExpanManCom shall meet regularly once every quarter or as often as necessary upon the call of the Chairperson.

SECTION 3. MANCOM SECRETARIAT (ManComSec)

3.1 The ManComSec shall be composed of the staff under the office of the minister, to wit:

Executive Assistant V/ Chief-of-Staff	BADRIA S. LIDASAN
Executive Assistant I	MOHAMAD SAUDI M. SILONGAN
Administrative Aide VI	BAI HAMDA R. LAUBAN



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3.2 The ManComSec shall have the following duties and responsibilities:

- a. To provide administrative and logistical support to the ManCom and ExpanManCom meetings;
- b. To prepare and disseminate meeting agenda, minutes of meetings, and other relevant documents;
- c. To maintain scheduling, records and files of the Ministry's programs and activities;
- d. Coordinate with the Divisions and Sections for the submission of reports and other materials;
- e. Keep records and archives of the ManCom and ExManCom meetings; and
- f. To perform such other functions as may be directed by the Minister or as may be necessary for the effective operation of the Ministry.

As such, you are hereby directed to perform the duties and responsibilities appurtenant to your designation.

This order shall take effect immediately and shall remain in full force unless sooner revoked by the competent authority.

For information and strict compliance.


ENGR. AIDA M. SILONGAN, MAPDS
Minister

