



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



MEMORANDUM

Order No. **008**
Series of 2024

TO : ALL SECTION HEADS
This Ministry

SUBJECT : SUBMISSION OF UPDATED DUTIES AND RESPONSIBILITIES
OF CONTRACT OF SERVICE PERSONNEL (COSP)

DATE : 09 January 2024 | 26 Jumada II 1445

As part of our commitment to streamline an effective and efficient workforce in the ministry, the Human Resource Management Section (HRMS) is preparing and reviewing the contracts of our Contract of Service Personnel.

In line with this, all section heads are hereby directed to submit updated duties and responsibilities based on the Individual Performance Commitment and Review (IPCR) of the respective Contract of Service Personnel under your supervision.

Please submit to the HRMS on or before January 15, 2024 (Monday).

For information and strict compliance.

ENGR. AIDA M. SILONGAN, MAPDS

Minister

