



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



MEMORANDUM

Order No. **024**
Series of 2024

FOR : **ALL HEADS OF SERVICES / DIVISIONS / OFFICES / SECTIONS**
Regional Office & Provincial Science and Tech. Centers

SUBJECT : **SUBMISSION OF CAPITAL OUTLAY AND SEMI-EXPENDABLE PROPERTY PROPOSAL FOR FY 2025**

DATE : **February 21, 2024 | Sha'ban 11, 1445 AH**

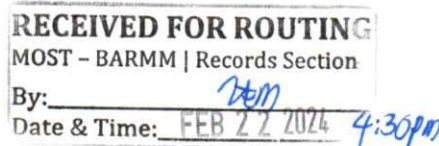
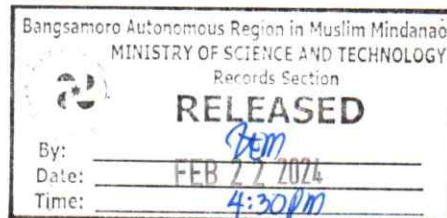
1. Relative to the preparation of the Budget Proposal of the Ministry for Fiscal Year 2025, this Office requires submission of the Proposed Capital Outlay and Semi-Expendable Properties for Fiscal Year (FY) 2025 not later than February 26, 2024. Non-submission of the above-mentioned on or before the deadline set shall result in the non-inclusion of the items in the proposal.

2. Be reminded that goods and services to be proposed must be accompanied with Technical Specification, Market Survey and Engineering Design (if applicable). Justification must clearly state the purposes and functions of the intended proposal. Incomplete or invalid justification shall likewise be subjected for non-inclusion in the proposal. Attached herewith is the Property Proposal Template and google drive link for said purpose.

<https://docs.google.com/spreadsheets/d/1Gp-AfdwPZLYTmmrFHY0EGhlnrVzrEb25/edit?usp=sharing&ouid=117657767156884547361&rtpof=true&sd=true>

3. Immediate dissemination of and compliance with this Memorandum are desired.

ENGR. AIDA M. SILONGAN, MAPDS
Minister



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LIST OF PROPOSED CAPITAL OUTLAYS
FY 2025

No.	Item Description	Quantity	Unit Cost	Total Cost	Technical Specifications	Justification
			Based on Market Survey Conducted			(Please include the following: 1. Current Status 2. Function/ Purpose 3. Effect/ Result once procured)
Office Equipment						
Office Furniture						
Appliances						
Land and Building						
Vehicles						
BOOKS						
Other Items						

Submitted by:

Noted By:

Signature Over Printed Name

Signature Over Printed Name