



**MEMORANDUM**

Order No. **026**

Series of 2024

**TO :** **NASRODIN U. BUISAN, RCh**  
*Director II, TMOS*

**NASRUDIN A. BUISAN, DiSDS**  
*Director II, RDS*

**RUGAYA H. ABDULLAH-MAGANDIA, RCh**  
*Acting Chief, ILD*

**BEA HANNAH KASHMIRA U. MIDTIMBANG**  
*Senior Science Research Specialist, STSD*

**ENGR. NORHAYLA S. MAGANDIA**  
*Sr. Science Research Specialist, STSD*



**RAMLA S. BITUANAN-LANTONG**  
*Chief Administrative Officer*

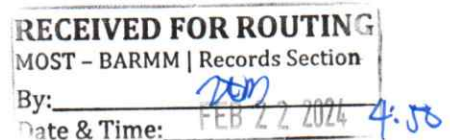
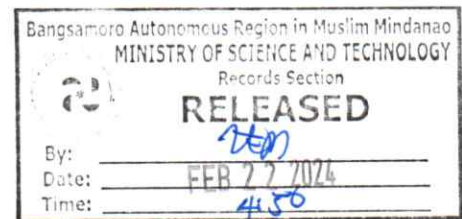
**FATMAH A. SALIK**  
*Records Officer II*  
*This Ministry*

**SUBJECT :** **PARTICIPATION TO THE ISO 19011:2018 TRAINING**

**DATE :** **21 FEBRUARY 2024 | Shaban 11, 1445**

1. The United Nations Industrial Development Organization (UNIDO) in coordination with Ministry of Trade, Investments and Tourism - BARMM (MTIT - BARMM), will be conducting an **Awareness Training on ISO 19011:2018 - Guidelines for auditing management systems** on Monday, **February 26, 2024** at **Em Manor Hotel, Cotabato City**.
2. With this, the above-mentioned personnel are hereby directed to attend the said activity.
3. For **information and compliance**.

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






20 February 2024

Excellency,

On behalf of the United Nations Industrial Development Organization (UNIDO) and in coordination with the BARMM's Ministry of Trade, Investments and Tourism (MTIT), we would like to invite you to the, "Awareness Training on ISO 19011: 2018 – Guidelines for auditing management systems," on 26 February 2024 at Em Manor Hotel, Cotabato City. This event is organized under the Bangsamoro Agri-Enterprise Programme - Inclusive Agribusiness Development for Human Security (BAEP) project.

This training, to be delivered by a UNIDO expert, will provide participants with the key terms, concepts, requirements and information on the knowledge and skills needed in performing management systems auditing activities based on the requirements and principles outlined in the Halal and ISO standards.

As one of the institutions involved in the auditing of management systems of Halal products, we would like to cordially invite your office to nominate a maximum of two participants to this training. Please also note that UNIDO encourages the nomination of participants, especially women, who can attend other future trainings that the project will organize, that will build on the knowledge acquired in this training.

For any inquiries and for confirmation of attendance, you may contact Ms. Sheena Ganzagan with email address [S.Ganzagan@unido.org](mailto:S.Ganzagan@unido.org) and mobile number +639684022284.

Please accept, Excellency, the assurances of my highest consideration.

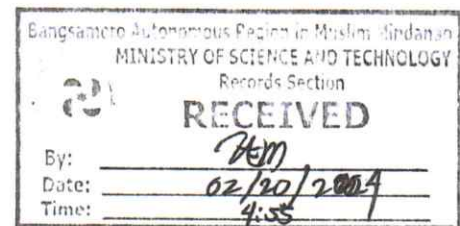
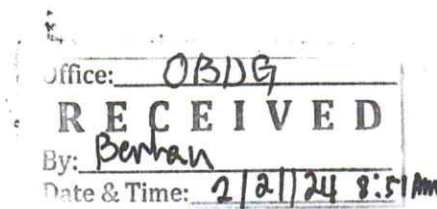
Sincerely,

  
Teddy G. Monroy  
UNIDO Country Representative



**H. E. Aida M. Silongan, MAPD**  
Minister  
Ministry of Science and Technology

CC: Mr. Nash Buisan, Director





### Agenda

Day/Time	Activities	Person-in-charge/Moderator
<b>DAY 1: Awareness Training ISO 17011</b>		
08:30-09:00	<b>Registration of Participants</b>	<b>Mr. Bernardo Aldana</b> Team Assistant – Logistics, UNIDO  MTIT support personnel
09:00-09:15	<b>Welcome Remarks</b>	<b>Mr. Muhammad Altaf,</b> Chief Technical Advisor, UNIDO  <b>Mr. Abu AMRI TADDIK</b> Minister, Ministry of Trade, Investments and Tourism - BARMM
09:15 - 09:45	<b>Pre-assessment</b>	<b>Ms. Eunice Gasmin</b> National Project Coordinator, UNIDO
09:45 – 10:00	<b>Overview of the Training</b> <b>Module 1: Introduction, Terms, and</b> <b>definitions</b>	<b>Mr. Muhammad Altaf,</b> Chief Technical Advisor, UNIDO
10:00 – 10:30	<b>Module 2: Principles of auditing</b>	<b>Mr. Muhammad Altaf,</b> Chief Technical Advisor, UNIDO
10:30-10:45	Coffee Break	
10:45 – 12:00	<b>Module 3: Managing an audit programme</b>	<b>Mr. Muhammad Altaf,</b> Chief Technical Advisor, UNIDO
12:00-13:00	Lunch Break	
13:00 -15:00	<b>Module 4: Conducting an audit</b>	<b>Mr. Muhammad Altaf,</b> Chief Technical Advisor, UNIDO
15:00 – 15:30	Coffee Break	
15:30 – 16:30	<b>Module 5: Competence and evaluation of</b> <b>auditors</b>	<b>Mr. Muhammad Altaf,</b> Chief Technical Advisor, UNIDO
16:30 – 17:00	<b>Post Assessment</b>	<b>Ms. Eunice Gasmin</b> National Project Coordinator, UNIDO
17:00 - 17:15	<b>Closing Remarks &amp;</b> <b>Certificate of Training</b>	<b>Mr. Muhammad Altaf,</b> Chief Technical Advisor, UNIDO  <b>Mr. Hussein Biruar</b> Director, MTIT