



**OFFICE OF THE MINISTER**

**MEMORANDUM ORDER NO. 035**  
Series of 2024

**TO :** ALL CONCERNED PSTCs/ CSTC  
This Ministry

**SUBJECT :** SIGNATORIES OF FORMS AND OTHER DOCUMENTS

**DATE :** 11 March 2024 | 01 Ramadhan 1445 AH


To facilitate fast and smooth flow of processing of documents of the Ministry's Provincial and City Science and Technology Centers, signatories of particular forms and documents are hereby assigned, to wit:

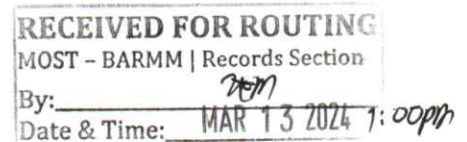
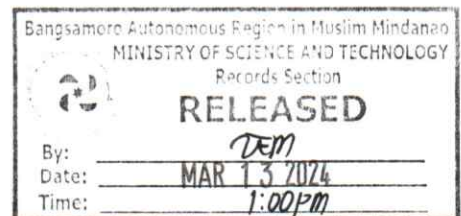
- a) Program of Works
- b) Post Travel Reports
- c) Justification Forms
- d) Activity Proposals

As such, all the concerned PSTCs preparing the above-stated documents and forms are hereby directed to follow the prescribed forms and templates with the respective signatories assigned therein.

*Please see attached forms/annexes for your reference.*

For strict compliance.

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





Republic of the Philippines  
**Ministry of Science and Technology**  
Bangsamoro Autonomous Region in Muslim Mindanao  
Provincial Science and Technology Center - Sulu



**PROGRAM OF WORKS**

<b>Name of Project:</b>						
<b>Location:</b>						
<b>Project Cost:</b>						
Item No.	Scope of Work	% Wt.	Quantity	Unit	Unit Price	TOTAL
I.						
II.						
III.						
IV.						
V.						
					MATERIALS:	
					LABOR:	
<b>GRAND TOTAL:</b>						

Prepared by:

Reviewed by:

Approved by:

\_\_\_\_\_  
(PSTC-Head)

\_\_\_\_\_  
(Supervising SRS)

\_\_\_\_\_  
(BDG)



**ACTIVITY PROPOSAL**

<b>Division/Section</b>		
<b>Program:</b>		
<b>Project:</b>		
<b>I.</b>	<b>Identifying Information:</b>	
	<b>Title of Activity:</b>	
	<b>Target Date:</b>	
	<b>Target Venue:</b>	
	<b>Cooperating Agency/ies:</b>	
	<b>Target no. of Beneficiaries:</b>	
	<b>Activity Cost:</b>	
	<b>Source of funds:</b>	
<b>II.</b>	<b>Rationale:</b>	
	<b>I – BACKGROUND</b>	
	<b>II. GENERAL OBJECTIVE</b>	
	<b>III. SCOPE</b>	
	<b>IV. POLICY STATEMENT</b>	
<b>III.</b>	<b>Objectives:</b>	
<b>IV.</b>	<b>Methodology:</b>	
<b>V.</b>	<b>Expected Output/Deliverables:</b>	
<b>VI.</b>	<b>Line-Item Budget</b>	
	<b>Activity Title:</b>	
	<b>Activity Date:</b>	
	<b>Particular</b>	<b>Amount</b>
	<b>Grand TOTAL:</b>	





**POST TRAVEL REPORT**  
(Activity Title)<sup>1</sup>

DATE	ROLE <sup>3</sup>	OUTPUT <sup>4</sup>
(Activity Duration) <sup>2</sup>	■	■
	■	■
	■	■
	■	■

Prepared by:

Reviewed and approved by:

**PERSONNEL**  
Position

**ENGR. BAI MONIERA M. SALILAMA, MS**  
Supervising SRS





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



Date: \_\_\_\_\_

FORM NO. \_\_\_\_\_

**JUSTIFICATION FORM**

PR No. : \_\_\_\_\_

PR Date: \_\_\_\_\_

- A. Revision of Date, Venue and Others, please specify: \_\_\_\_\_
- B. Late Submission & processing of Documents
- C. Others, please specify: \_\_\_\_\_

Activity : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Original**

**New**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Venue: \_\_\_\_\_

Venue: \_\_\_\_\_

Reasons: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Prepared by,

\_\_\_\_\_  
*(Name and Sign of End User)*

\_\_\_\_\_  
 Date

Approved by,

**ENGR. BAI MONIERA M. SALILAMA, MS**  
 \_\_\_\_\_  
*Supervising SRS*

\_\_\_\_\_  
 Date