



**MEMORANDUM**

Order No. 057,  
Series of 2024

**TO :** ISO TECHNICAL WORKING GROUP  
ISO MEMBERS  
*This Ministry*

**SUBJECT :** SUBMISSION OF ISO PROCEDURE MANUALS

**DATE :** 21 May 2024 | Dhul-Qadah 13, 1445

After thorough review of your submitted procedures, the ISO Technical Working Group, with the approval of the Minister, has recommendations on the specific procedures per unit/section to be enrolled in standardization, for efficiency purposes.

All ISO members of each unit of office is hereby requested to draft their respective procedure in accordance with the list attached herewith.



The format for the said document may be accessed through this link:  
<https://acesse.one/ISOGuide>

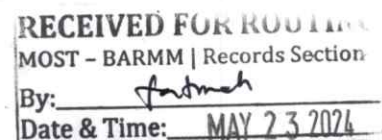
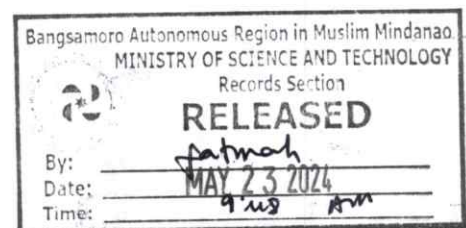
Editable softcopies can be requested via e-mail thru: [most@bangsamoro.gov.ph](mailto:most@bangsamoro.gov.ph)

All procedures shall be drafted and prepared by **Tuesday, May 28, 2024.**

For further clarifications, you may reach out to any of the ISO TWG Focal Persons.

For **information, guidance and compliance.**

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




## **Annex A: LIST OF MANUALS TO BE CRAFTED**

### **Core processes:**

1. SESGD (Scholarship)
  - a. Provision of scholarship grants
2. SESGD (Science Education)
  - a. Capacity development for STEM school
3. STSD (TAP)
  - a. Technology Application and Promotion
4. STSD (TTCP)
  - a. Technology Transfer and Commercialization
5. RDS (RDID)
  - a. Research and Development Support
6. RDS (ASTD)
  - a. Provision of DRRM Support
7. RDS (ILD)
  - a. Testing, Analysis and Calibration

### **Support processes:**

1. Admin (HRMS)
  - a. Learning and Development
  - b. Recruitment and Selection Process
  - c. Strategic Performance Management System
2. Admin (Procurement)
  - a. Procurement Process
3. Admin (Property and Supply)
  - a. Inventory of property and supplies
4. Admin (General Services)
  - a. General Services (Environment and Infrastructure)
5. Admin (Records Section)
  - a. Control of Documented Information
6. Finance
  - a. Payment of claims
  - b. Collection of payment
7. Planning Division
  - a. Planning and Performance Evaluation Process
8. MIS
  - a. Provision of Technical Support
9. Information and Communication
  - a. Public relations process

b. Communication Process

10. Legal

a. ARTA (Control of nonconforming outputs)

11. Internal Control Section

a. Internal Audit Process

**ISO 9001:2015 Clauses (specifics):**

1. Clause 4

a. Context - Planning Division

2. Clause 5

a. Customer Focus - Legal

3. Clause 6

a. Planning - Planning Division

4. Clause 7

a. Organizational Knowledge - HRMS (L&D)

b. Awareness and Communication - Info and Commu

5. Clause 9

a. Monitoring, measurement - all processes summarized by Planning

b. Internal Audit - Internal Control Section

c. Management Review - OM

6. Clause 10

a. Nonconformity - combined with ARTA



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



**SPECIAL**  
Order No. **031**  
Series of 2024

**TO :** ALL CONCERNED PERSONNEL  
Region Office

**SUBJECT :** RECOMPOSITION OF ISO TECHNICAL WORKING GROUP AND MEMBERS

**DATE :** 06 May 2024 | Shawwal 27, 1445

In exigency of service and in like with this ministry's endeavor to be ISO 9001:2015 certified, the following personnel mention herein are hereby provided with their respective designations, to wit:

**ISO Technical Working Group**

No.	Name	Designation
1	Ramla Bituanan-Lantong	Team Leader
2	Nasrodin U Buisan	Assistant Team Leader
3	Sittie Benazir Ulama	Focal Person
4	Fatmah Salik	Assistant Focal Person
5	Rana Mokamad	Assistant Focal Person

**ISO Members**

No.	Name	Representing
1	Hashim Manticayan	Top Management
2	Badria Lidasan	Top Management
3	Engr. Abdulwahid Sendad	Planning Division
4	Atty. Norhussien Lauban	Legal Section
5	Almansur Mokamad	Information and Communication Section
6	Muhammad Khalid Abubakar	MIS Section
7	Ibrahim Panalangin	RDS (ASTD)
8	Engr. Jandatu Salik	RDS (RDID)
9	Gladys Paglinawan	RDS (ILD)
10	Rocaya Edres	TMOS (SESGD)
11	Monawara Abdulbadie	TMOS (STSD)
12	Shermalene Tansu Salli	FIN (Accounting)
13	Noria Kamaludin	FIN (Budget)
14	Bai Sittie Joharnie Dawi	FIN (Cash)
15	Nadiyah Abdurrahman	ADM (Procurement)
16	Hadjara Dago	ADM (HRMS)
17	Aisa Biang	ADM (Property and Supply)
18	Johairon Usop	ADM (General Services)

This issuance shall **supersede** Special Order No. 028, series of 2023. With this, all mentioned personnel are directed to perform the duties and responsibilities relative to their designation.

For information, guidance and compliance.

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

Minister

Bangsamoro Autonomous Region in Muslim Mindanao  
MINISTRY OF SCIENCE AND TECHNOLOGY  
Records Section

**RELEASED**

By:   
Date: MAY 16 2024  
Time: 9:10

RECEIVED FOR ROUTING

MOST - BARMM | Records Section

By:

Date & Time: MAY 16 2024

