



MEMORANDUM

Order No. 080

Series of 2024

TO : ALL CONCERNED PERSONNEL
This Ministry

SUBJECT : TRAINING WORKSHOP ON 5S METHODOLOGY IN THE
WORKPLACE

DATE : 08 July 2024 | Muharram 2, 1446

In line with continuing with the subsequent activities relative to the ministry's endeavor of achieving ISO Certification for MOST-BARMM, this ministry will be conducting an activity entitled: **Training Workshop on 5S Methodology in the workplace** on **July 22 - 23, 2024** at Em Manor Hotel and Convention Center, Cotabato City.

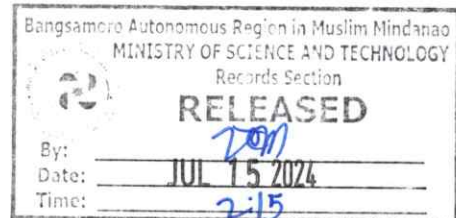
This two-day activity will provide the participants with knowledge on the concepts, principles, techniques, and practices of performing effective tools for improving workplace organization, reducing waste and increasing efficiency. These 5S principles implemented as part of a larger clean initiative can reduce waste, improve quality, promote safety and drive continuous improvement of the ministry.

Attached herewith is the list of participants including the ISO TWG, ISO Members and personnel representing each unit of office. Any participant who would be unavailable during the training shall immediately inform the ISO Focal Persons for their respective alternate.

For **information, guidance and compliance.**

ENGR. AIDA M. SILONGAN, MAPDS

Minister



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By:
Date & Time: JUL 15 2024 2:15





LIST OF PARTICIPANTS (ISO TWG. MEMBERS AND REPRESENTATIVES):

No.	Office	Name
1	OM - Proper	Minister Aida Silongan
2		Badria Lidasan
3		Hashim Manticayan
4	Office of the Deputy Minister	Edzel Jilhano
5	Office of the BDG	Engr. Abdulrakman Asim
6	Planning Division	Engr. Abdulwahid Sendad
7		Hayder Dukan
8	Legal Section	Atty Norhussien Lauban
9		Datu Allen Dacula
10	Internal Control Section	Rana Mokamad
11	MIS Section	Al-Rhasid Panasang
12	Info and Commu Section	Almansor Mokamad
13	Finance Division	Rahib Sendad
14	Accounting Section	Shermalene Salli
15	Budget Section	Noria Kamaludin
16		Mahatyr Noroden Pundug
17	Cash Section	Datu Alfahar Menang
18	Admin Division	Ramla Bituanan-Lantong
19		Sittie Benazir Ulama
20	GS Section	Datu Puwa Mamalac
21		Johairon Usop
22	HRM Section	Hadjara Dago
23		Hamira Almula / Secretariat
24	Procurement Section	Nadiah Abdurrahman
25	Records Section	Fatmah Salik
26	Property and Supply Section	Aisa Biang
27	TMO Services	Nasrodin U Buisan
28	STS Division	Monawara Abdulbadie
29	Technology Transfer Section	Bea Hannah Midtimbang
30	TAP Section	Norhayla Magandia
31	SESG Division	Rocaya Edres, LPT, MSciEd
32	Scholarship Grants Section	Alimudin Kandang
33	Scie Ed Section	Warda Sarip
34	Research and Development Services	Nasrudin A Buisan
35	RDI Division	Engr. Jandatu Salik
36	AST Division	Ibrahim Panalangin
37	Integrated Lab Division	Gladys Paglinawan

