



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



MEMORANDUM

Order No. **087**

Series of 2024

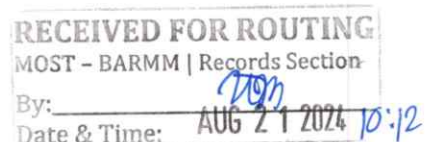
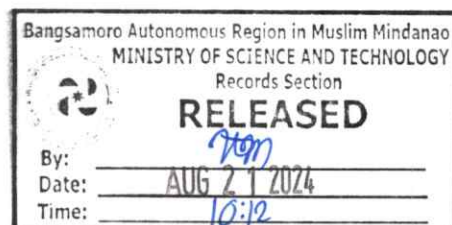
TO : **ALL SERVICES, DIVISIONS AND SECTIONS**
This Ministry

SUBJECT : **TRAINING WORKSHOP ON RECORDS INVENTORY, APPRAISAL AND DISPOSITION**

DATE : **14 August 2024 | Safar 9, 1446**

1. In order to capacitate all personnel of this office of essentials of Records Management practices, key underlying concepts and guidelines in adhering to Republic Act 9470, this ministry will be conducting an activity entitled: **Training Workshop on Records Inventory, Appraisal and Disposition** on **September 5 - 6, 2024** at **Diamond Hall, Em Manor Hotel and Convention Center, Cotabato City.**
2. Attached herewith is the list of identified participants from all sections, divisions and services. Any participant who would be unavailable during the training shall immediately inform the Records Section of their respective alternate.
3. For **information, guidance and compliance.**

ENGR. AIDA M. SILONGAN, MAPDS
Minister





LIST OF PARTICIPANTS

No.	Office	Name
1	OM - Proper	Minister Aida Silongan
2		Andy Husain
3		Hashim Manticayan
4	Office of the Deputy Minister	Edzel Mohammad 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	Internal Control Section	Rana Mokamad
10	MIS Section	Al-Rhasid Panasang
11	Info and Commu Section	Almansor Mokamad
12	Finance Division	Rahib Sendad
13	Accounting Section	Shermalene Salli
14	Budget Section	Noria Kamaludin
15		Mahatyr Noroden Pundug
16	Cash Section	Bai Sittie Joharnie Dawi
17	Admin Division	Ramla Bituanan-Lantong
18		Sittie Benazir Ulama
19	GS Section	Datu Puwa Mamalac
20	HRM Section	Hadjara Dago
21		Hamira Almula / Secretariat
22	Procurement Section	Nadiyah Abdurrahman
23	Records Section	Fatmah Salik
24		Zem Jar Mamentong
25	Property and Supply Section	Aisa del Rosario Biang
26	TMO Services	Nasrodin U Buisan
27	STS Division	Monawara Abdulbadie
28	Technology Transfer Section	Bea Hannah Kasmira
29	TAP Section	Engr. Norhayla Magandia
30	SESG Division	Rocaya Edres, Ph.D.
31	Scholarship Grants Section	Shariff Molzir Bernan
32	Scie Ed Section	Alimudin Kandang
33	Research and Development Services	Nasrudin A Buisan
34	RDI Division	Engr. Jandatu Salik
35	AST Division	Ibrahim Panalangin
36	Integrated Lab Division	Rugaya Abdullah



PROPOSED FLOW OF ACTIVITY

Time	Activity and Flow	Person/s Responsible
Day 1		
8:00 - 8:30	Registration	Secretariat
8:30 - 10:00	Opening/Preliminaries	
	Prayer	Ustadz Datu Allen Dacula
	Singing of National Anthem and BARMM Hymn	All
	Words of Wisdom	Engr. Abdulrakman K. Asim, PME, MERIE Bangsamoro Director General
	Welcome Remarks	Engr. Aida M.Silongan, MAPDS Minister
	Expectation Setting	Participants
	Introduction of speaker and photo opportunity	Secretariat
<i>AM Session</i>		
10:00 - 12:00	Activity Proper	Resource Person
12:00 - 1:30	Lunch/Prayer Break	
<i>PM Session</i>		
1:30 - 3:00	Activity Proper (cont.)	Resource Person
3:00 - 3:15	Health Break	
3:15 - 5:00	Activity Proper (cont.)	Resource Person
Day 2		
8:00 - 8:30	Registration	Secretariat
<i>AM Session</i>		
8:30 - 10:30	Activity Proper	Resource Person
10:30 - 10:45	Health Break	All
10:45 - 12:00	Activity Proper (cont.)	Resource Person
12:00 - 2:00	Lunch/ Friday Prayer Break	
<i>PM Session</i>		
2:00 - 4:20	Activity Proper (cont.)	Resource Person
4:20 - 5:00	Closing	
	Closing Remarks	Ramla S. Bituanan-Lantong Chief Administrative Officer
	Provision of Certificates	All
	Photo Opportunity	All