



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



MEMORANDUM

Order No. **100**

Series of 2024

TO : ALL MENTIONED OFFICE/SERVICE/DIVISION/SECTION
Region Office

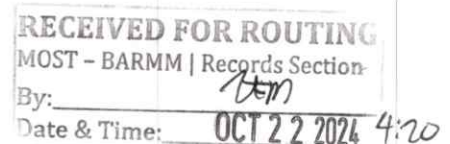
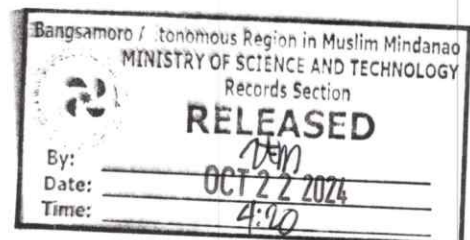
SUBJECT : FOLLOW-UP: SUBMISSION OF DRAFT CONTROLLED DOCUMENT

DATE : 21 October 2024 | Rabi Al-Akhar 18, 1446

1. In order to proceed with the corresponding activities relative to the ministry's endeavor to be ISO Certified, this memorandum is issued to the concerned units of office who are yet to submit a draft of their respective controlled document to the ISO Technical Working Group.
2. A matrix is attached herewith for the list of units and their corresponding expected controlled document, for reference.
3. Submissions shall be received in softcopy by the ISO TWG on or before **Monday, October 28, 2024.**
4. For clarifications and/or submissions, you may reach out to **Ms. Rana Mokamad**, Audit Leader or **Ms. Fatmah Salik**, Audit Member.
5. For **information, guidance and compliance.**

ENGR. AIDA M. SILONGAN, PhD.

Minister



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Annex A

Core Processes		
No.	Division	Controlled Document Title
1	SESGAD	Provision of Scholarship Grants
2	STSD - TAPS	Technology Application and Promotion
3	RDS - RDID	Research and Development Support
Support Processes		
No.	Division / Section	Controlled Document Title
4	OM	Management Review
5	FIN	Payment of Claims
6	FIN - CS	Collection of Payment
7	PD	Planning and Performance Evaluation Process
8	INFO	Public Relations Process
9	INFO	Communication Process
10	LS	ARTA (Non-conforming Outputs)
11	LS	Customer Focus

Abbreviations:

SESGAD - Science Education, Scholarship, Grants and Awards Division
STSD - Science and Technology Services Division
TAPS - Technology Application and Promotion Section
RDS - Research and Development Services
RDID - Research, Development and Innovations Division
OM - Office of the Minister
FIN - Finance Division
CS - Cash Section
PD - Planning Division
INFO - Information and Communication Section
LS - Legal Section