



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Science and Technology



Office of the Minister

Memorandum Order No. 115
Series of 2024

TO : All Divisions/Sections and Provincial Science and Technology Centers
This Ministry

SUBJECT : Implementation of Provincial Management and Operation Services (PMOS)

DATE : November 11, 2024

1. Purpose:

This memorandum seeks to establish a standardized methodology for the coordination and implementation of provincial management and operational activities across all Provincial Science and Technology Centers. All activities, programs, and projects intended for implementation at the provincial level shall henceforth be routed through and coordinated with the Office of Provincial Management and Operations Services (PMOS) to ensure streamlined operations, efficient resource management, and compliance with regional directives.

2. Scope of Implementation:

This memorandum is applicable to all activities, programs, and projects intended for execution at the provincial level. This encompasses, but is not limited to, the following:

- Program implementation
- Coordination with Provincial Local Government units (PLGUs) and other stakeholders
- Monitoring and evaluation of provincial activities

3. Coordination Protocol:

Effective immediately, all PSTC's are required to coordinate with the Office of Provincial Management and Operations Services for any activity to be conducted in their respective provinces. This will include:

- Request for approval: Any program or project that involves provincial resources or operations must first be submitted to the PMOS for review and approval.
- Operational plans: All PSTC's must submit their annual operational plans to the PMOS for assessment and alignment with national goals and priorities.
- Resource management: The PMOS will oversee the allocation and utilization of provincial resources to ensure efficiency, transparency, and accountability.
- Reports and updates: Regular progress reports and updates on ongoing projects should be sent to PMOS for monitoring purposes. Any significant issues or delays should be communicated immediately for intervention.
- Collaborative partnerships: The PMOS will facilitate coordination with other ministries, offices, and local agencies within the Bangsamoro Autonomous Region in Muslim Mindanao, ensuring that provincial programs are effectively aligned with both regional and local government priorities. This collaborative approach will help maximize resources, avoid duplication of efforts, and promote more efficient implementation of programs tailored to the unique needs of the Bangsamoro communities.
- Coordination with MOST Regional Office Divisions/Sections: All divisions and sections of the MOST Regional Office are also required to coordinate with the PMOS whenever they plan to conduct any activity involving PSTC's. This is to avoid any conflict of schedules and ensure that all activities are aligned, well-timed, and do not overlap in terms of resources or objectives.

4. Provincial Science and Technology Centers Responsibilities:

PSTC's are expected to comply with the following responsibilities under this new protocol:

- Initial Coordination: Before initiating any project or program in the province, the provincial office shall submit a formal coordination request to the PMOS, outlining the nature of the activity, expected outcomes, and resources required.
- Timely Submission: PSTC's shall submit all required documents (e.g., project proposals, budget requests, operational plans) within the prescribed timelines to allow sufficient time for review and approval.
- Reporting: PSTC's shall submit regular reports on the status of ongoing projects, including financial expenditures, milestones achieved, and any challenges faced.
- Collaboration with Local Stakeholders: Work closely with local government units (PLGUs) and other stakeholders/agencies to ensure smooth implementation and compliance with local regulations and requirements.

5. Support:

The Office of Provincial Management and Operations Services will provide oversight and technical support for the smooth implementation of all provincial activities. This includes:

- Technical Assistance: Providing guidance and assistance on project planning, implementation, and evaluation.
- Monitoring and Evaluation: The PMOS will be responsible for conducting periodic monitoring and evaluations of all provincial programs and projects to ensure they meet quality standards, are within budget, and achieve their intended outcomes.

- Capacity Building: PMOS will coordinate training and capacity-building programs for provincial staff to enhance their skills in program management, financial accountability, and reporting.

6. Compliance:

Failure to comply with the coordination protocol outlined in this memorandum may result in delays in project approval, resource allocation, or other operational issues that could impact the success of provincial activities.

7. Effectivity:

This memorandum is effective immediately and shall remain in force until further notice. All PSTC's are expected to strictly adhere to the new coordination procedures.



ENGR. AIDA M. SILONGAN, PhD
Minister

Bangsamoro Autonomous Region in Muslim Mindanao
MINISTRY OF SCIENCE AND TECHNOLOGY
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