



Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**OFFICE OF THE CHIEF MINISTER**

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM ORDER NO. 0527 *pc*  
Series of 2020

**TO : ALL OFFICIALS AND EMPLOYEES  
OFFICE OF THE CHIEF MINISTER**

**SUBJECT : WORK ARRANGEMENTS**

**DATE : September 01, 2020**

BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO	
OFFICE OF THE CHIEF MINISTER	
OFFICE OF THE EXECUTIVE SECRETARY	
<b>RELEASED</b>	
Name:	<i>N. OKANA</i>
Date:	<i>9/1/2020</i> Time: <i>11:35</i>
Ctrl. No:	

In view of a confirmed case of COVID-19, the following guidelines are hereby issued, to wit:

1. All workers of the OCM-Finance, Budget and Management Service (FBMS), regardless of status, are directed to observe **Work-From-Home** scheme beginning this date until further notice from the Executive Secretary for resumption of regular working days and hours.
2. All employees of the OCM are enjoined to monitor their health conditions and immediately notify the OCM-Clinic (mobile number **0917-7138641** and/or email: **clinic@bangsamoro.gov.ph**) if flu-like symptoms associated with COVID-19 such as fever, diarrhea, and throat discomfort, begin to manifest.
3. The Offices of the Executive Secretary, Cabinet Secretary, Attorney-General, and Chief of Staff, as well as Administrative Management Services (AMS), Technical Management Services (TMS), Intelligence and Security Services (ISS), Information Communications Office (ICO), Bureau of Cultural Heritage (BCH), Bureau of Public Information (BPI), Bangsamoro Youth Commission (BYC), Bangsamoro Women Commission (BWC), Bangsamoro Sports Commission (BSC), Development Academy of the Bangsamoro (DAB), Regional Darul-Ifta (RDI) and the Regional Board of Investment (RBOI) shall immediately adopt a **WORK SHIFTING SCHEME** for their employees. The schedule thereof shall be submitted to and approved by the Executive Secretary. The OCM-Clinic shall continue to operate within regular working days and hours, or as the need arises.

4. The number of visitors shall be strictly limited to those who have confirmed appointments. Only essential and/or emergency transactions shall be entertained. Social and personal visits are discouraged.
5. Offices with appointments for the day shall give a list of confirmed appointments schedule to the guard-on-duty at the entrance of the OCM Building. Unannounced visits must be avoided.
6. All non-electronic communications, parcels and other tangible deliveries shall be directly handed over to the receiving windows of the OCM-Records Division. As far as practicable, inter-office communications shall be done via e-mail and other electronic means.
7. Employees and visitors must always wear mask and face shields. Those who do not have face masks and shields shall be denied entry to the offices.
8. It is hereby reiterated that physical distancing, frequent handwashing with soap and water or alcohol (70% solution), and use of other personal protective equipment shall be observed by all.
9. Regular disinfection of the OCM Building and *Astana* shall be done by the OCM-General Services Division.

For strict compliance.

*By the Authority of the Chief Minister*  
**AHOD B. EBRAHIM**

  
**ABDULRAOF A. MACACUA**  
 Executive Secretary - Designate  
 OCM-BARMM RD-AMS  
 AAA016405  


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Bangsamoro Autonomous Region in Muslim Mindanao	
OFFICE OF THE CHIEF MINISTER	
Records Division, AMS	
<b>RELEASED</b>	
BY :	<i>JATIMA</i>
DATE :	<b>SEP 01 2020</b>
TIME :	<i>12:05 PM</i>