



Republic of the Philippines
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
OFFICE OF THE CHIEF MINISTER

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosery Heights VII, Cotabato City 8600

Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
 Records Division, AMS
RELEASED
 BY : FATIMA
 DATE : JUN 10 2020
 TIME : 10:27AM

MEMORANDUM

Order No. 2015 PM
 Series of 2020

TO : ALL HEADS OF DIVISIONS, SERVICES, and ATTACHED AGENCIES (BAGO, RBOI, BWC, BPDA, RDI, BCH, BYC, BSC, BPI, DAB, and REMACADEMY)
 Office of the Chief Minister
 Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : AS STATED

DATE : 8 JUNE 2020

1. To ensure an efficient and effective means of collecting and submitting Daily Time Records (DTRs) and Accomplishment Reports (ARs), you are hereby directed to **designate one (1) focal person** who shall perform the following functions:

1. Collect DTRs and ARs of all employees under the office/division every month;
2. Ensure that each employee have submitted two (2) original copies of the DTR and AR; and
3. Submit the collected DTRs and ARs to the Human Resource Management Division and Cash Division with a proper transmittal letter.

Please note that incomplete submission of the DTR and AR shall not be entertained by the Human Resource Management Division and Cash Division.

For strict compliance.

OCM-BARMM RD-AMS
 AAA014335



By Authority of the Chief Minister
AHOD BALAWAG EBRAHIM:

ABDULRAOUF A. MACACUA
 Executive Secretary-Designate

BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
 OFFICE OF THE CHIEF MINISTER
 OFFICE OF THE EXECUTIVE SECRETARY
RELEASED
 Name: Daisy
 Date: 6/10/20 Time: 9:30 AM
 Ctrl. No: _____

RECEIVED FOR ROUTING
 BY FATIMA on DATE & TIME
 NO - AND 06/10/20
 9:39