



URGENT

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

Bangsamoro Autonomous Region in Muslim Mindanao

	OFFICE OF THE CHIEF MINISTER	
	Records Division, AMS	
	RELEASED	
	BY :	<i>ADMA</i>
DATE :	AUG 24 2020	
TIME :	<i>2:28PM</i>	

MEMORANDUM

Order No. 0519 for
Series of 2020

TO : **ALL EMPLOYEES AND OTHER CONCERNED**
Office of the Chief Minister
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : **GUIDELINES IN THE OCM PREMISES**

DATE : **18 AUGUST 2020**

- In the observance of professionalism in the workplace and in light of the issued guidelines on COVID-19 pandemic, the following guidelines must be observed in the premises of the Office of the Chief Minister (OCM) building, to wit:
 - Idling and loitering are strictly prohibited;
 - Sitting on the staircases is not allowed;
 - Roaming around unnecessarily during working hours is highly discouraged;
 - Hands must be sanitized prior to entry;
 - Face mask must be worn at all times;
 - Entrance and exit shall only be at the front doors. The use of back entrance is exclusive for the Chief Minister and Executive Secretary and their security staff. The latter, however, shall use the main entrance if they are not with the said officials; and
 - No smoking whether inside or outside of the building premises.
- These guidelines are applicable to the employees and clients of the Office of the Chief Minister.
- The Intelligence and Security Services (ISS) is hereby directed to STRICTLY enforce these guidelines. Violations committed by OCM employees can be grounds for termination or non-renewal of contract of service.
- These guidelines shall take effect immediately after its official release.
- For information, guidance, and compliance.

By Authority of the Chief Minister
AHOD BALAWAG EBRAHIM:

ABDULRACHID MACACUA
Executive Secretary-Designate

BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO	
OFFICE OF THE CHIEF MINISTER	
OFFICE OF THE EXECUTIVE SECRETARY	
RELEASED	
Name:	<i>Daisy</i>
Date:	<i>8/24/20</i>
Time:	<i>2:10 PM</i>
Ctrl. No:	

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