



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. 009  
Series of 2020

Office of the Chief Minister – BARMM  
Records Division  
**RELEASED**  
BY : [Signature]  
DATE : 01-06-20  
TIME : 3:35

**URGENT**

**TO : ALL HEADS OF MINISTRIES, OFFICES, AND AGENCIES**  
Bangsamoro Autonomous Region in Muslim Mindanao

**SUBJECT : Resubmission of List of Personnel to be Extended**

**DATE : January 6, 2020**

For purposes of uniformity and to **finalize the list** for transmittal to the Department of Budget and Management, all ministries, offices, and agencies are directed to submit the list of personnel to be extended until March 31, 2020, pursuant to OCM Memorandum Circular No. 1, s. 2020, OCM Memorandum Order No. 759, s. 2019, and BTA Resolution No. 54 as follows:

1. Submissions must **strictly** observe the following format:

NAME	POSITION/DESIGNATION	ITEM NO.	JUSTIFICATION

2. Heads of ministries, offices, and agencies are reminded not to include in the list those personnel that have already been separated prior to December 31, 2019, and those that are engaged under Contracts of Service.
3. Ministries, offices, and agencies that have provincial/field offices performing frontline functions are advised to take into consideration minimal disruption of services at said level in coming up with their list.
4. Accountable officers are most recommended to be included in the lists. Heads of ministries, offices, and agencies, however, may recommend for extension those who are not considered accountable officers but must provide justification therefor, subject to the approval by the Chief Minister.
5. Non-compliant submissions shall not be considered.
6. Heads of ministries/offices/agencies may be required to provide further documentation to explain their proposed submission.

7. Deadline of submission is at **3:00 p.m. of January 7, 2020.**

For **strict compliance.**

**By Authority of the Chief Minister**  
**AHOD BALAWAG EBRAHIM, AL HAJ**

  
**ABDULRAGO A. MACACUA**  
*Executive Secretary-Designate*

OCM-BARMM RD-AMS

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BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO	
OFFICE OF THE CHIEF MINISTER	
OFFICE OF THE EXECUTIVE SECRETARY	
<b>RELEASED</b>	
Name: <u>Daisy</u>	
Date: <u>01/06/20</u>	Time: <u>3:30 PM</u>
Ctrl. No: _____	