



RECORDS SECTION

Ministry of Agriculture, Fisheries and Agrarian Reform
Bangsamoro Autonomous Region in Muslim Mindanao

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MAFAR Concerned Employees

Document Title/Subject:

MO No. 016-04 Orientation and Workshop on Finance Process

Type of Transaction		Date	Time	Released by Records Section:		Date	Time
Released		4/14/2021	1:40 PM	Farhana Linso		4/14/2021	1:41 PM
No.	Name and Office of Recipient	Date	Time	No.	Name and Office of Recipient	Date	Time
1				7			
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Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
MINISTRY OF AGRICULTURE, FISHERIES AND AGRARIAN REFORM
BARMM Compound, Gov. Gutierrez Ave., RH-7, Cotabato City, Philippines, 9600



MEMORANDUM NO. 016-04

Series of 2021

TO : ALL CONCERNED EMPLOYEES

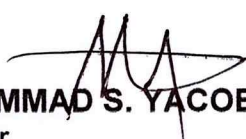
FROM : THE MINISTER

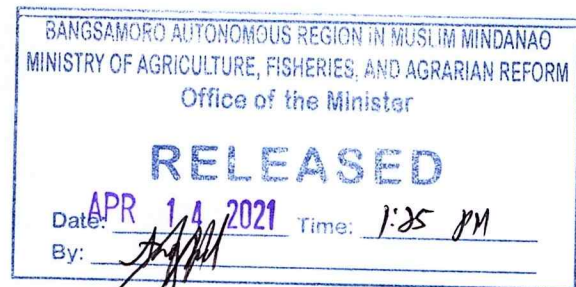
DATE : APRIL 14, 2021

SUBJECT : ORIENTATION AND WORKSHOP ON FINANCE PROCESS

In the exigency of public service, the following employees in the attached list are hereby enjoined to attend the "Orientation and Workshop on Finance Process" on **April 20-21, 2021 (8:00 AM – 5:00 PM)** at MAFAR Conference Room, Bangsamoro Government Center, Cotabato City.

For guidance and **STRICT COMPLIANCE.**


MOHAMMAD S. YACOB, PhD
Minister



MINISTRY OF AGRICULTURE, FISHERIES AND AGRARIAN REFORM
RECORDS SECTION
RELEASED

2021-04-14

Time: 1:40 PM
By: FARHANA JANE S. LINSO
Records Officer II

Annex A: Target Participants

Sector	Number of Participants
Administrative and Finance Management Services	3
Finance and Budget Management Division	10
Maguindanao Provincial Office	3
- Admin Officer - Jeowairiyya Debarosan	
- Budget Asst. - Omaira Akmad	
- Accountant - Haola G. Ali	
Lanao del Sur Provincial Office	3
- Admin Officer - Baisanie P. Unda	
- Budget Aide - Janie M. Rasuma	
- Accountant - Sittie Norjahna Batuampar	
Basilan Provincial Office	3
- Admin Officer - Ibrahim Haruddain	
- Budget Asst. - Sarah Sario	
- Accountant - Nadzla Balangkasi	
Sulu Provincial Office	3
- Admin Officer - Wendy Reyes	
- Budget Asst. - Cindy Aspi	
- Accountant - Quinfashra Arno	
Tawi-tawi Provincial Office	3
- Admin Officer - Jimson Jalilul	
- Budget Officer - Morisa W. Ahid	
- Accountant - Andrea S. Dayan	
Secretariat	1
Documenter	1
TOTAL	30

Annex A: Target Participants

Sector	Number of Participants
Administrative and Finance Management Services	3
Finance and Budget Management Division	10
Maguindanao Provincial Office	3
- Admin Officer - Jeowairiyya Debarosan	
- Budget Asst. - Omaira Akmad	
- Accountant - Haola G. Ali	
Lanao del Sur Provincial Office	3
- Admin Officer - Baisanie P. Unda	
- Budget Aide - Jalandie M. Rasuma	
- Accountant - Sittie Norjahna Batuampar	
Basilan Provincial Office	3
- Admin Officer - Ibrahim Haruddain	
- Budget Asst. - Sarah Sario	
- Accountant - Nadzla Balangkasi	
Sulu Provincial Office	3
- Admin Officer - Wendy Reyes	
- Budget Asst. - Cindy Aspi	
- Accountant - Quinfashra Amo	
Tawi-tawi Provincial Office	3
- Admin Officer - Jimson Jalilul	
- Budget Officer - Morisa W. Ahid	
- Accountant - Andrea S. Dayan	
Secretariat	1
Documenter	1
TOTAL	30



ACTIVITY/TRAINING PROPOSAL

Title of the Activity/Training	Orientation and Workshop on Finance Processes
Source of Funds	GAAB 2021
No. of Participants	30
Training venue	MAFAR Conference Room
Target date	April 20-21, 2021
Sector	Finance
Division/Section	Administrative and Finance Management Services
Budgetary Requirements	

I. Rationale

The Ministry of Agriculture, Fisheries and Agrarian Reform is committed to its mandate on improving the lives of the farmers and fisher folk in the Bangsamoro region. To achieve this, administrative and finance policies, systems and processes within the Ministry must be strengthened to optimize the support required by the operations services.

The Administrative and Finance Management Services will be conducting the "Orientation and Workshop on Finance Processes" to employees from finance sector within the Ministry to inform them of the systems, processes, and required documentation for financial transactions.

II. Objectives

At the end of the activity, participants will be able to:

- a. Understand the process flow of Financial transactions; and
- b. Be familiar with forms and other required documentations for financial transactions;


III. Methodology

- a. Audio-video presentation
- b. Group discussion / Workshop

IV. Details of Budgetary Requirements

Cost Description	Unit Cost	Number of Units	Total
Meals (2 dinner)	1000	30	30,000
Supplies and Materials			
- Training Kits	100	30	3,000.00
- Tarpaulin	1	1000	1,000.00
			34,000


Prepared by:


WARDA Y. SANTIAGO
Budget Officer II

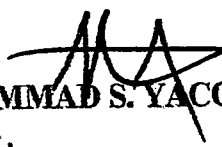
Reviewed by:


ALMIRA A. DANDA
Budget Officer III

Recommending Approval:


JULIE O. MALIGA, RN, MPASR
Director II, AFMS
12 April 2021

Approved:


MOHAMMAD S. YACOB, Ph.D
Minister

Annex A: Target Participants

Sector	Number of Participants
Administrative and Finance Management Services	3
Finance and Budget Management Division	10
Maguindanao Provincial Office <ul style="list-style-type: none">- Admin Officer- Budget Officer- Accountant	3
Lanao del Sur Provincial Office <ul style="list-style-type: none">- Admin Officer- Budget Officer- Accountant	3
Basilan Provincial Office <ul style="list-style-type: none">- Admin Officer- Budget Officer- Accountant	3
Sulu Provincial Office <ul style="list-style-type: none">- Admin Officer- Budget Officer- Accountant	3
Tawi-tawi Provincial Office <ul style="list-style-type: none">- Admin Officer- Budget Officer- Accountant	3
Secretariat	1
Documenter	1
TOTAL	30