



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



FC

MEMORANDUM ORDER

NO. 011-01
Series of 2021

RECEIVED
2021-01-26

TO : ALL CONCERNED EMPLOYEES

FROM : THE MINISTER

DATE : January 25, 2021

SUBJECT : ADMINISTRATIVE AND FINANCE WORKSHOP

2021-01-26
11:20 AM
deil

In the exigency of public service, the following employees are hereby enjoined to attend the “Administrative and Finance Workshop” on January 29-30, 2021 at Precious Cabana Ynna Beach Resort, Datu Odin Sinsuat, Maguindanao:

1. Arphia T. Ebus
2. Dir. Julie O. Maliga
3. Hja. Rackma M. Lucas
4. Almira O. Danda
5. Bairiya M. Pangilan
6. Bai Waffa G. Abdulmalik
7. Hafsa T. Arab
8. Morci D. Angagao
9. Toto G. Midtimbang
10. Bai Jehana D. Karim
11. Roger B. Bunda, Jr.
12. Warda Y. Santiago
13. Morsi D. Ebrahim

14. Karl D. Abdulshatal
15. Consolita U. Hermoso
16. Parhana Y. Hasan
17. Gina Sapi
18. Cherry Blossom D. Tan
19. Mohammadali A. Guimel
20. Diana A. Manalasal
21. Saidamen Pentaliday
22. Almaedah Santiago
23. Sittie Arwa Sila
24. Jehan Cadon
25. Jocelyn Bagood
26. Sittie Jhane Esmael

Attached is the Program of Activities for your reference.

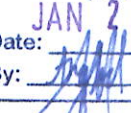
Julie O. Maliga, RN, MPASR
20 JAN 2021

For guidance and compliance.


MOHAMMAD S. YACOB, Ph.D
Minister

BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
MINISTRY OF AGRICULTURE, FISHERIES, AND AGRARIAN REFORM
Office of the Minister

RELEASED

Date: JAN 26 2021 Time: 10:45 AM
By: 

Annex A: Programme of Activities

Time	Activity	Responsible Person
Day 1: January 29, 2021		
8:00 AM to 8:30 AM	Preliminaries <ul style="list-style-type: none"> - Invocation - National Anthem - BARMM Hymn - Opening Remarks Recognition of Participants Rationale and Overview	
8:30 AM to 10:30 AM	Presentation of Forms: <ul style="list-style-type: none"> a. Procurement Section b. Supply Section c. Human Resource Management Section d. Records Section e. General Services Section 	Section Chiefs
10:30 AM to 11:30 AM	Open Forum / Discussion	Facilitator
11:30 AM to 1:30 PM	Lunch and Prayer Break	
1:30 PM to 4:00 PM	Presentation of Forms: <ul style="list-style-type: none"> a. Budget Section b. Accounting Section c. Cash Section 	Section Chiefs
4:00 PM to 4:15 PM	Prayer Break	
4:15 PM to 5:00 PM	Open Forum / Discussion	Facilitator
Day 2: January 30, 2021		
8:00 AM to 8:30 AM	Preliminaries	
8:30 AM to 11:00 AM	Finalization of Admin and Finance forms	All participants
11:00 AM to 12:00 PM	Closing Program	



SALES QUOTATION

[PRECIOUS CABANA YNNA BEACH RESORT]
 [Barangay Badak, Datu Odin Sinsuat,
 [Maguindanao, 9601]
 [Door 6 & 7, 2nd Flr Dimacisil Commercial Building, RH - IV,
 Sinsuat Avenue, Cotabato City, 9600]

Date 1/21/2021
 QUOTATION #: 0076

Subtotal: P 113,800.00
 Down payment: -
TOTAL Due: P 113,800.00

TO SETTIEJHANE D. ISMAEL MAFAR-BARMM OCM Compound, Cotabato City 09176349944	[Type of Event] Team Building/Seminar [No of Heads] Thirty-two (32) [Event Location] Precious Cabana Ynna Beach Resort [Date of Event] January 29-30, 2021
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We are pleased to quote you the following.

January 29, 2021

Description	Unit	Qty	Unit Price	Amount
Entrance Fee	Pax	32	P 150.00	P 4,800.00
Function Hall (Good for 6 Hours)	Unit	1	P 10,000.00	P 10,000.00
FOOD ACCOMMODATION				
Breakfast	Food	32	P 150.00	P 4,800.00
AM Snacks	Food	32	P 150.00	P 4,800.00
Lunch	Food	32	P 250.00	P 8,000.00
PM Snacks	Food	32	P 150.00	P 4,800.00
Dinner	Food	32	P 250.00	P 8,000.00
ROOM ACCOMMODATION				
Cabana Double (Good for 2 Persons)	Room	1	P 3,600.00	P 3,600.00 (1)
Cabana Triple (Good for 3 Persons)	Room	2 (6)	P 4,600.00	P 9,200.00
Cabana Quad (Good for 4 Persons)	Room	2 (2)	P 5,600.00	P 11,200.00
Cabana Family (Good for 6 Persons)	Room	1 (4)	P 7,000.00	P 7,000.00
Barkada Room (Good for 10 Persons)	Room	1	P 10,000.00	P 10,000.00
				TOTAL: P 86,200.00

January 30, 2021

Description	Unit	Qty	Unit Price	Amount
Entrance Fee	Pax	32	FREE	FREE
Function Hall (Good for 6 Hours)	Unit	1	P 10,000.00	P 10,000.00
FOOD ACCOMMODATION				
Breakfast	Food	32	FREE	FREE
AM Snacks	Food	32	P 150.00	P 4,800.00
Lunch	Food	32	P 250.00	P 8,000.00
PM Snacks	Food	32	P 150.00	P 4,800.00
				TOTAL: P 27,600.00

SUBTOTAL: P 113,800.00

We will be happy to supply any further information you may need and trust that you can call us to fill your order, which will receive our prompt and careful attention.

Cabana Double (2)

1. Julhaina Cadon
- 2.

Cabana Double (2)

1. Julie O. Maliga
2. Arphia T. Ebus

Cabana Triple (3)

1. Hja. Rackma M. Lucas
2. Almira A. Danda
3. Warda Y. Santiago

Cabana Triple (3)

- 1.
- 2.
- 3.

Cabana Quad (4)

1. Bairiya M. Pangilan
2. Bai Jehana Karim
3. Bai Waffa Abdulmalik
4. Almaedah Santiago

Cabana Quad (4)

1. Jocelyn Bagood
2. Sittie Jhane Esmael
3. Consolita Hermoso
4. Sittie Arwa Silad

Cabana Family (6)

1. Hafsa T. Arab
2. Parhana Y. Hasan
3. Gina Sapi
4. Jehan Cadon
5. Diana Ambil
6. Cherry Blossom Tan

Barkada Room (10)

1. Morci Angagao
2. Saidamen Pentaliday
3. Toto Midtimbang
4. Mohammadali Guiamel
5. Roger B. Bunda, Jr.
6. Morsi Ibrahim
7. Karl M. Abdulshatal
- 8.
- 9.
- 10.