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

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Name and Agency of Sender/Recipient: Engr. Ismail A. Guiamel, Dr. Tong D. Pinguaman, Ramil M. Timpolok, Datu Hamsur J. Zaid, Disumimba D. Rasheed, Noraine S. Dumasil and Normia D. Agao

Document Title/Subject:

MO No. 031-07 Facilitation in the Conduct of Financial Management and Simple Bookkeeping

Type of Transaction:		Date	Time	Released by Records Section:		Date	Time
Released		19/07/2021	2:11 pm	Sittie Almira Ali		19/07/2021	2:23 PM
No.	SIGNATURE OVER PRINTED NAME	DIVISION/SECTOR/UNIT SERVICES	DATE	TIME	REMARKS		
					Departure(Date&Time)		Arriving (Date&Time)
1	Amera Abetulam	AMAD	7/19/21	3:15 pm			
2	DIAN ZYRES GWAMAL	SGA	7/21/2021	8:42 AM			
3							
4							
5							



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
MINISTRY OF AGRICULTURE, FISHERIES AND AGRARIAN REFORM
Bangsamoro Government Center, Gov. Gutierrez Ave., Rosary Heights VII, Cotabato City, 9600



Memorandum No. 031-07
Series of 2021

TO : Engr. ISMAIL A. GUIAMEL, *Director II, Agriculture Services*

Dr TONG D. PINGUIAMAN, *Chief, AMAD*
RAMIL M. TIMPOLOK, *Senior Agriculturist*
DATU HAMSUR J. ZAID, *Senior Agriculturist*
DISUMIMBA D. RASHEED, *SGA Focal Person*
NORAINE S. DUMASIL, *Agriculturist II*
NORMIA D. AGAO, *Secretariat*

FROM : THE MINISTER

SUBJECT : FACILITATION IN THE CONDUCT OF FINANCIAL
MANAGEMENT AND SIMPLE BOOKKEEPING

DATE : July 16, 2021

This is regarding the conduct of the Financial Management and Simple Bookkeeping for the 24 Bangsamoro Farmers and Fisherfolk Cooperatives and Associations (FFCAs) on July 21-24, 2021 for Maguindanao, Lanao del Sur and 63 barangays under AMAD- MAFARLENDs project. The venue shall be communicated once finalized.

In line with this, the above-mentioned personnel are hereby directed to attend and facilitate the conduct of the said activity.

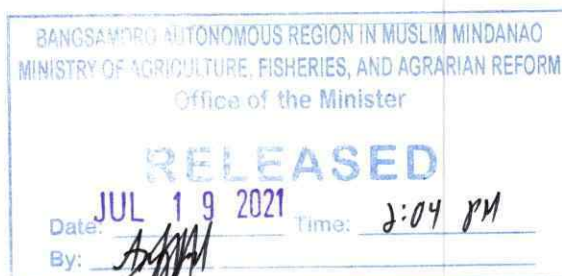
This shall serve as travel order.

For **STRICT COMPLIANCE**.

MOHAMMAD S. YACOB, Ph.D.
Minister

By the Authority of:

ARPHIA T. EBUS
Chief of Staff



MINISTRY OF AGRICULTURE, FISHERIES AND AGRARIAN REFORM
RECORDS SECTION
RELEASED

2021-07-19

Time: 2:11PM
By:

Ceremonial Awarding of Checks cum Financial Management and Bookkeeping for the Bangsamoro Farmers and Fishfolk Cooperatives and Associations on MAFARLEND S Project

July 21-24, 2021

Date/Time	Activities	Responsible Person
Day 1		
July 21, 2021		
8:00am-9:00am	Registration	
	Dua/Prayer	Participant
9:01am-9:20am	National Anthem	
	Bangsamoro Hymn	
9:21am-9:40am	Welcome Remarks and Opening Statement	Engr. Ismail A. Guiamel <i>Director II, Agriculture Services</i>
9:41am-10:00am	Rationale of the Activity	Dr Tong D. Pinguaman <i>AMAD Chief</i>
10:01am-10:30am	Awarding of Checks	Dr Mohammad S. Yacob <i>Minister</i>
		To be assisted by other officials
10:31am-10:45am	Testimonies	Beneficiaries
10:46am-11:20am	Words of Challenge	Dr Mohammad S. Yacob <i>Minister</i>
	Lunch Break	
	<i>Travel Time to Venue</i>	
Day 2		
July 22, 2021		
8:00am-8:30am	Registration	
	Dua/Prayer	Participant
8:31am-9:00am	National Anthem	
	Bangsamoro Hymn	
9:01am-9:20am	Welcome Remarks and Opening Statement	Engr. Ismail A. Guiamel <i>Director II, Agriculture Services</i>
9:21am-9:30am	Acknowledgement of the Participants	Ramil M. Timpolok <i>Senior Agriculturist</i>
9:31am-9:45am	Rationale of the Activity	Dr Tong D. Pinguaman <i>AMAD Chief</i>
9:46am-10:20am	Message of Support	Dr Mohammad S. Yacob <i>Minister</i>
10:21am-10:30am	Introduction of the Resource Speaker	Datu Hamsur J. Zaid <i>Senior Agriculturist</i>
10:31am-12:00pm	Discuss Cooperative Accounting Discuss how to do bookkeeping: a. Recording Journal Entries Activity 1. (Journalizing Transactions)	Resource Speaker
	Lunch Break	
1:30pm-2:30pm	b. Posting to the General Ledger Activity 2. (Posting to the Ledger)	
2:31pm-3:30pm	1. Discuss how to do Financial Reporting: a. Balance sheet Activity 3. Make a Balance sheet report	Resource Speaker
Day 3		
July 23, 2021		
	Continuation of the Lectures	
9:00am -12:00pm	b. Income statement Activity 4. Make an income Statement Report	Resource Speaker
	Lunch Break	
1:30pm-5:00pm	c. Statement of Cash Flows Activity 5. Make a Statement of Cash Flows 1. Completion of Accounting Cycle Activity 1 to 5	Resource Speaker
July 24, 2021	Closing Program	Dr. Ronjamin M. Maulana <i>Provincial Director, MAFAR-Mag.</i>
	Home Sweet Home	