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

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All Concerned Personnel (See Attached List)

Document Title/Subject:

MO No. 071-08 Training for the Planning Officers (Regional and Provincial Level)

Type of Transaction:		Date	Time	Released by Records Section:		Date	Time
Released		27-Aug-21	9:11 am	Sittie Almira Ali		27-Aug-21	9:53 AM
No.	SIGNATURE OVER PRINTED NAME	DIVISION/SECTOR/UNIT SERVICES		DATE	TIME	REMARKS	
						Departure(Date&Time)	Arriving (Date&Time)
1	LDC						
2	Baihan M. Murtana	M&P&N M&G.		08/29/21	2:55 pm	2:23 pm	2:46 pm
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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**  
 Order No. 071-08  
 Series of 2021

**TO :** ALL CONCERNED PERSONNEL  
 (SEE ATTACHED LIST)

**FROM :** THE MINISTER

**SUBJECT :** TRAINING FOR THE PLANNING OFFICERS  
 (REGIONAL AND PROVINCIAL LEVEL)

**DATE :** AUGUST 26, 2021

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

**RELEASED**

Date: AUG 27 2021 Time: 8:54 AM

By: [Signature]

MINISTRY OF AGRICULTURE, FISHERIES AND AGRARIAN REFORM  
 Maguindanao Provincial Office  
 RECORDS SECTION

**RECEIVED**

Date: 08/24/21 Time: \_\_\_\_\_  
 Control No. 318

In the interest of the public service, the Policy, Planning, Monitoring, and Evaluation Division of the Ministry of Agriculture, Fisheries, and Agrarian Reform Regional Office will sponsor a **Training for the Planning Officers** to be conducted on **October 07 & 08, 2021** at **Em Manor Hotel and Convention Center, Cotabato City**. This training is aiming to achieve the following:

1. To develop the skills of the participants in the planning process, preparation of work and financial plan, physical and financial target, project procurement management plan and annual procurement plan;
2. To discuss the issues encountered during the planning process and preparation of different plans;

Thus, all concerned personnel are enjoined to attend and participate in the training. Your attendances will be highly anticipated. Please see Annex A and B for the List of Participants and Program of Activities.

For issues and concerns, kindly communicate with **Ansharie D. Kadon, CE** through mobile number **09757877542** or e-mail address [ansharedk@gmail.com](mailto:ansharedk@gmail.com) and [ppmed.mafarbarmm@gmail.com](mailto:ppmed.mafarbarmm@gmail.com).

This serves as your travel order.

For your guidance and STRICT COMPLIANCE.

[Signature]  
**MOHAMMAD S. YACOB, Ph.D.**  
 Minister

MINISTRY OF AGRICULTURE, FISHERIES AND AGRARIAN REFORM  
 RECORDS SECTION  
**RELEASED**

2021-08-27

Time: 9:11PM

By: [Signature]



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



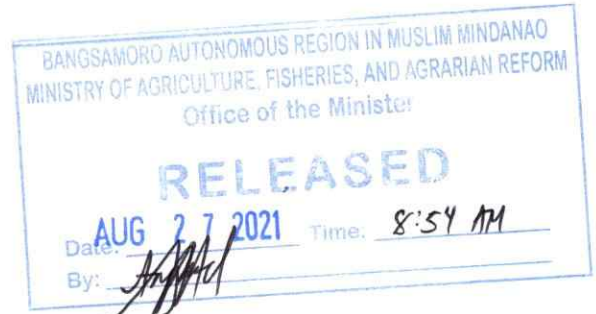
**MEMORANDUM**  
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**FROM :** THE MINISTER

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**DATE :** AUGUST 26, 2021



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For your guidance and STRICT COMPLIANCE.

  
**MOHAMMAD S. YACOB, Ph.D.**  
 Minister



2021-08-27  
 Time: 9:11 AM  
 By: 



## I. Annex A

### LIST OF PARTICIPANTS FOR THE TRAINING FOR THE PLANNING OFFICERS:

#### **Policy, Planning, Monitoring, and Evaluation Division**

1. Amador O. Tandalong
2. Mohaliden M. Mohammad, EnP
3. Engr. Fahad A. Kanakan
4. Ansharie D. Kadon, CE
5. Engr. Allan D. Sendad
6. Farhanna A. Lumna
7. Saima Alamada
8. Shurainna M. Kikay
9. Ghalia S. Darping

#### **Information, Communication, and Technology Services**

10. Rasul Paguital
11. Naima Mamisel

#### **Maguindanao Provincial Office**

12. Sharmaine Baraguir
13. Daisy Abdullah Guiamad

#### **Basilan Provincial Office**

14. Ibrahim M. Harrudain
15. Noel V. Molejon

#### **Sulu Provincial Office**

16. Wendy M. Reyes
17. Sheenalie U. Haradji

#### **Lanao Del Sur Provincial Office**

18. Baisanie P. Unda
19. Nadsrie M. Lawi

#### **Tawi-Tawi Provincial Office**

20. Atty. Haidesheena Allama (Via Zoom)
21. Jainab Awali

#### **63 Barangays of Special Geographic Area**

22. Arched S. Angeles
23. Dian Zyres D. Guiamal



## II. Annex B

### TRAINING FOR THE PLANNING OFFICERS (Regional and Provincial Level)

#### PROGRAM

*Day 1 - Thursday, October 07, 2021*

Registration	7:00 AM – 8:00 AM
Opening Prayer <i>Engr. Fahad A. Kanakan Planning Officer III, PPMED</i>	8:00 AM – 8:05 AM
National Anthem and Bangsamoro Hymn <i>AVP</i>	8:05 AM – 8:15 AM
Opening Remarks <i>Amador O. Tandalong Division Chief, PPMED</i>	8:15 AM – 8:25 AM
Message <i>Mohammad S. Yacob, Ph.D. Minister</i>	8:25 AM – 8:35 AM
Overview of Activities <i>Ansharie D. Kadon, CE Planning Assistant, PPMED</i>	8:35 AM – 8:40 AM
Introduction of the Resource Person <i>Farhanna A. Lumna Planning Assistant, PPMED</i>	8:40 AM – 8:45 AM
Presentation The Basics of Planning (Definition of Planning, Planning Principles, and the Planning Process) <i>Melanie I. Mampen, EnP, Resource Person</i>	8:45 AM – 12:00 PM
Lunch Break and Dhuh'r Prayer	12:00 PM – 1:00 PM
Presentation Essential Planning Skills, Attitude and Knowledge of Planners <i>Melanie I. Mampen, EnP, Resource Person</i>	1:00 PM – 2:00 PM
Presentation Technical Inputs on Work and Financial Plan Preparation <i>Melanie I. Mampen, EnP, Resource Person</i>	2:00 PM – 3:00 PM
Snack and As'r Prayer	3:00 PM – 3:30 PM



<b>Workshop on the Preparation of Work and Financial Plan</b>	<b>3:30 PM – 4:50 PM</b>
<b>Message</b> <i>Amador O. Tandalong</i> <i>Division Chief, PPMED</i>	<b>4:50 PM – 5:00 PM</b>
<b>Day 2 – Friday, October 08, 2021</b>	
<b>Registration</b>	<b>7:30 AM – 8:00 AM</b>
<b>Invocation</b> <i>Engr. Fahad A. Kanakan</i> <i>Planning Officer III, PPMED</i>	<b>8:00 AM – 8:05 AM</b>
<b>National Anthem and Bangsamoro Hymn</b> AVP	<b>8:05 AM – 8:15 AM</b>
<b>Introduction of the Resource Person</b> <i>Farhanna A. Lumna</i> <i>Planning Assistant, PPMED</i>	<b>8:15 AM – 8:20 AM</b>
<b>Expectation Setting and Levelling Off</b> <i>Jehan Y. Mitmug, EnP, Resource Person</i>	<b>8:20 AM – 8:50 AM</b>
<b>Presentation</b> Project Procurement Management Plan, Legal Basis, Purpose and Processes <i>Jehan Y. Mitmug, EnP, Resource Person</i>	<b>8:50 AM – 10:00 AM</b>
<b>Presentation</b> Annual Procurement Plan, Indicative Annual Procurement Plan, Supplemental Annual Procurement Plan, Purpose and Processes <i>Jehan Y. Mitmug, EnP, Resource Person</i>	<b>10:00 AM – 11:00 AM</b>
<b>Presentation</b> Project Procurement Management Plan, Discussions and Open Forum <i>Jehan Y. Mitmug, EnP, Resource Person</i>	<b>11:00 AM – 12:00 PM</b>
<b>Lunch and Prayer Break</b>	<b>12:00 PM – 1:00 PM</b>
<b>Workshop on Project Procurement Management Plan and Annual Procurement Plan</b>	<b>1:00 PM – 3:00 PM</b>
<b>Snack and As'r Prayer</b>	<b>3:00 PM – 3:30 PM</b>
<b>Discussion and Open Forum</b>	<b>3:30 PM – 4:50 PM</b>
<b>Closing Remarks</b> <i>Mohaliden M. Mohammad, EnP</i> <i>Planning Officer III, PPMED</i>	<b>4:50 PM – 5:00 PM</b>