



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

Circular No. **00231**
Series of 2026

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

SUBJECT : POLICIES AND GUIDELINES ON REQUEST FOR TECHNICAL ASSISTANCE (TA) SERVICES OF BARMM MINISTRIES, OFFICES AND AGENCIES (MOAs)

DATE : 14 Shaban 1447 AH | 02 February 2026

1. Pursuant to the mandate of the Development Academy of the Bangsamoro (DAB) to provide capacity development and technical assistance to offices across the Bangsamoro Autonomous Region, you are hereby furnished a copy of the **Policies and Guidelines on Requests for Technical Assistance (TA) Services of BARMM Ministries, Offices, and Agencies (MOAs)**.
2. The said policies and guidelines were formulated to provide Offices with clear, standardized, and proper procedures in requesting technical assistance to DAB.

For information, guidance, and compliance.

By Authority of the Chief Minister
ABDULRAOF A. MACACUA


ABDULLAH M. CUSAIN
Acting Senior Minister

OCM-BARMM AMS-RD
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POLICIES AND GUIDELINES ON REQUESTS FOR TECHNICAL ASSISTANCE (TA) SERVICES OF BARMM MINISTRIES, OFFICES AND AGENCIES (MOAs)

PURPOSE:

These policies and guidelines provide BARMM Ministries, Offices and Agencies (MOAs) with the proper procedures for requesting Technical Assistance (TA) from the Development Academy of the Bangsamoro (DAB). These are issued to ensure formal submission, proper coordination, compliance with DAB internal policies, and adherence to applicable laws, including the BARMM Administrative Code, CSC and COA rules, and the General Appropriations Act of the Bangsamoro.

SECTION 1. SCOPE AND COVERAGE

1.1 These guidelines apply to all requests for Technical Assistance, including but not limited to seminars, training programs, workshops, advisory services, and other capacity-building interventions requested by BARMM Ministries, Offices, or Agencies (MOAs).

1.2 The guidelines govern requests within BARMM or outside the region, subject to approval, available resources, and compliance with DAB policies and government regulations.

1.3 All Technical Assistance services to be rendered by DAB personnel or designated Subject Matter Experts (SMEs) in accordance with DAB's internal policies on the Grant of Technical Assistance Requests, including workload limitations and assignment rules.

SECTION 2. SUBMISSION OF REQUESTS

2.1 All TA requests must be submitted in the form of a **Letter of Request** formally addressed to the **Executive Director of the Development Academy of the Bangsamoro (DAB)**.

2.2 The Letter of Request shall include:

- a. The nature and objectives of the requested TA service.
- b. Expected outputs or deliverables.
- c. Proposed schedule or timeframe.



- d. Any specific expertise required, if applicable.
- e. Any other special terms for the conduct of the TA

2.3 The **recommendation or pre-identification of specific DAB personnel** to serve as members of a Technical Assistance Team in the Letter of Request is **strictly prohibited**. The identification and designation of personnel for any Technical Assistance engagement shall be determined solely by the Executive Director, in accordance with applicable administrative rules, COA and CSC regulations, and the provisions of the BARMM Administrative Code.

2.4 All requests for TA must be submitted at least **one (1) month** prior to the scheduled conduct of the activity to allow sufficient time for review, preparation, and coordination. Requests received beyond this period shall not be accommodated.

2.5 To ensure efficient use of resources and manpower, requesting MOAs are encouraged to schedule programs and activities requiring technical assistance from Academy during **regular weekday hours**. Requests for technical support for weekend (Saturday/Sunday/holidays) activities are discouraged and may be considered only in exceptional cases subject to availability of Subject Matter Experts and prior approval of the Executive Director

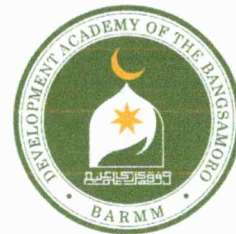
2.6 TA Requests submitted through informal communication or prior coordination with DAB employees **will not be processed**.

SECTION 3. REVIEW AND APPROVAL

3.1 Upon receipt of a formal request, the **Office of the Executive Director** shall review the request for completeness and feasibility and determine alignment with DAB's mandate, priorities and internal policies.

3.2 The **Executive Director** shall exercise full discretion to:

- a. Approve or disapprove the request.
- b. Determine the composition of the **Technical Assistance Team**, including assignment of SMEs such as Resource Persons, Lecturers, Facilitators, Coordinators, Secretariat, Documenters and similar roles.
- c. Engage external experts if internal personnel capacity is insufficient or in cases of exigency of public service.



3.3 All decisions regarding TA requests shall be communicated officially and in writing directly **through the Office of the Executive Director**.

SECTION 4. DESIGNATION OF TECHNICAL ASSISTANCE TEAM

4.1 The composition and designation of the Technical Assistance Team shall be at the sole discretion of the **Executive Director**, in accordance with internal policies and workload limitations.

4.2 DAB employees shall be assigned based on their area of specialization and may provide TA services up to a maximum of **forty (40) hours per month**.

SECTION 5. COMMUNICATION AND COORDINATION

5.1 All official communications regarding approval, disapproval, or endorsement of Technical Assistance Team shall be prepared and issued **exclusively by the Office of the Executive Director**.

5.2 BARMM MOAs shall coordinate only through official correspondence directly addressed to the Executive Director for follow-ups, clarifications, and other related communications.

SECTION 6. TRAVEL AND LOGISTICS

6.1 Deployment of DAB personnel as Subject Matter Experts requiring travel shall be covered by a **Travel Order (TO)** issued by the Executive Director upon recommendation of the Chief of the Finance and Administrative Division.

6.2 Travel allowances, per diem, and related expenses shall follow the General Appropriations Act of the Bangsamoro (GAAB), Executive Order No. 77, COA rules, and applicable government regulations.

SECTION 7. HONORARIA

7.1 Honoraria for DAB personnel and designated individuals as external Subject Matter Experts shall be governed by relevant CSC, COA, and DBM issuances, the General Appropriations Act of the Bangsamoro and BARMM Administrative Code.



7.2 Honoraria shall be granted to individuals duly designated by the Executive Director as **External Subject Matter Experts**, subject to the prior execution of a Memorandum of Agreement and/or Terms of Reference by the Executive Director and the Head or duly authorized representative of the requesting MOA, in full compliance with applicable government rules and regulations and subject to the availability of funds of the requesting MOA.

7.3 DAB Employees as Subject Matter Experts **shall not be granted honoraria** by the requesting BARMM MOAs for technical assistance services that already form part of their regular and primary duties as provided in Bangsamoro Autonomy Act Nos. 13 and 17, unless otherwise authorized under applicable rules. These services are already compensated through their regular salaries.

7.4 Honoraria may be granted only to DAB Employees under circumstances allowed by law, such as:

- a. Engagements in programs and activities **not forming part of regular duties**;
- b. Activities that meet the standards of DBM and COA Circulars on honorarium, and CSC rules on additional work compensation.

7.5 The grant of honoraria to DAB Employees, when applicable and allowable, shall be subject to the prior execution of a Memorandum of Agreement and/or Terms of Reference by the Executive Director and the Head or duly authorized representative of the requesting MOA, in full compliance with the prescribed rates under DBM Budget Circular Nos. 2007-1 and 2007-2 (as applicable), deduction of mandatory taxes as required by law, and the complete submission of all required documentary requirements, including an approved Travel or Office Order authorizing the employee to receive honoraria.

7.6 The requesting MOA shall ensure that obligations for honoraria and related expenses are chargeable to their own funds and are supported by the necessary appropriations and budget clearances.

SECTION 8. POST-ACTIVITY REPORTING

8.1 The Technical Assistance Team shall submit a **post-activity report** to the Executive Director through the Finance and Administrative Division. The report shall include:

- a. Evaluation results using the DAB Service Evaluation Form.



- b. Supporting documentation such as photos, attendance sheets, and outputs.
- c. Recommendations or lessons learned, if applicable.

8.2 BARMM MOAs are encouraged to provide feedback through official channels to support the continuous improvement of DAB services.

SECTION 9. MEMORANDUM OF AGREEMENT / TERMS OF REFERENCE

9.1 A Memorandum of Agreement (MOA) or Terms of Reference (TOR) shall be required for all Technical Assistance engagements where the nature of the activity, expected outputs, financial obligations, or responsibilities of the Parties must be clearly defined. The execution of a MOA/TOR ensures shared understanding of the scope of work, duties and responsibilities, deliverables, timelines, reporting arrangements, and other operational or administrative requirements, including provisions on honoraria when allowed under existing laws.

9.2 The MOA/TOR shall specifically describe the purpose of the Technical Assistance, the roles and commitments of DAB and the requesting MOA, funding arrangements, logistical support, activity schedule, documentation requirements, and conditions for amendment, extension, or termination.

9.3 All MOAs/TORs covering Technical Assistance services shall be executed by the Executive Director as the authorized representative of the Development Academy of the Bangsamoro, and the Minister, Head of Office, Agency Chief or duly authorized representative of the requesting BARMM Ministry, Office, or Agency.

9.4 No Technical Assistance activity shall commence until the MOA/TOR has been duly signed by both Parties, unless otherwise authorized in writing by the Executive Director for justifiable reasons consistent with existing government rules.

SECTION 10. ROLES AND RESPONSIBILITIES

10.1 Executive Director, Development Academy of the Bangsamoro (DAB)

The Executive Director shall serve as the authorized representative of DAB in the negotiation, execution, and signing of the Memorandum of Agreement (MOA) or Terms of Reference (TOR) for all Technical Assistance engagements. The Executive Director shall ensure that the MOA/TOR clearly outlines the scope of work,



responsibilities of each party, deliverables, timelines, reporting requirements, financial arrangements including honoraria (when applicable), and other necessary terms consistent with existing DAB policies, the BARMM Administrative Code, CSC and COA regulations, and other relevant laws. The Executive Director shall exercise full discretion in the approval of TA requests and designation of personnel in the Technical Assistance Team. The issuance of Travel or Special Orders shall be based on the approved assignment of personnel upon the recommending approval of the Chief of Finance and Administrative Division.

10.2 Requesting BARMM Ministry, Office, or Agency (MOA)

The requesting MOAs shall be responsible for ensuring the timely submission of all requirements necessary for the processing and approval of the TA request, including a formal Letter of Request directly addressed to the Executive Director. Upon execution of the MOA/TOR, the requesting MOAs shall comply with all agreed responsibilities, including but not limited to: provision of logistical support (if applicable), adherence to the agreed schedule, review and acceptance of deliverables, processing of honorarium or professional fees (when applicable and allowable), and submission of required counterpart documents. The requesting MOAs shall coordinate exclusively through official channels and ensure full compliance with all provisions of the executed MOA/TOR.

10.3 Technical Assistance Team / Subject Matter Experts (SMEs)

The Technical Assistance Team, composed of DAB personnel or individuals designated by the Executive Director, shall carry out all activities and deliverables stated in the MOA/TOR. They shall perform their duties in accordance with approved scopes of work, timelines, and DAB internal policies, ensuring that outputs meet the required quality and technical standards. SMEs shall prepare all reports required under the agreement, including post-activity documentation, evaluation results, and related submissions. They shall observe all ethical, administrative, and financial rules of DAB and the Bangsamoro Government.

10.4 Centers/Divisions of DAB

Centers/Divisions shall support the effective implementation of approved TA engagements through coordination, quality assurance, and administrative support. They shall ensure that personnel assignments comply with workload limitations and internal guidelines. Centers/Divisions shall review deliverables prior to submission, facilitate monitoring and evaluation requirements, and ensure compliance with the provisions stated in the MOA/TOR.



10.5 Finance and Administrative Division of DAB

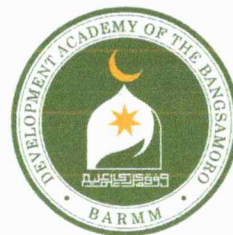
The Finance and Administrative Division of DAB shall coordinate with BARMM MOAs in the processing of **financial and administrative requirements** related to TA engagements, including Travel/Special Orders, travel allowances, per diem, and allowable honoraria (when applicable).

SECTION 11. DEFINITION OF TERMS

- a. **Technical Assistance** – refers to a form of engagement that utilize all available specialization and capabilities of the Academy both internal and external. For external resources, it is mandatory that the Subject Matter Experts are officially listed in the Academy's pool of experts.
- b. **Targeted Technical Assistance** – refers to the specific type of assistance that focus intently on one particular activity provided on an as needed basis.
- c. **Intensive Technical Assistance** – refers to full scale-multi-faceted and long-term support spanning series of activities design to deliver a specific set of measurable outputs and outcomes.
- d. **Honorarium** – refers to a form of compensation given as a token of gratitude for services rendered that are not ordinarily part of one's regular duties, and which are provided mainly on account of the individual's recognized expertise or superior knowledge in a particular field. It is given for work where no fixed fee is customarily required under prevailing practice or propriety.
- e. **Resource Person** – refers to an individual who, by virtue of expertise or specialization in a particular subject area, is engaged to serve as speaker, discussant, technical assistance provider, or panelist in seminars, conferences, symposia, training programs, and similar undertakings.
- f. **Lecturer** – refers to an individual who delivers subject matter using the lecture method as the primary mode of instruction in seminars, workshops, conferences, symposia, training programs, and related activities.
- g. **Facilitator** – refers to an individual who possesses subject-matter expertise and is responsible for guiding group processes and discussions in a neutral manner, ensuring full participation, shared understanding, and cooperation among participants toward the achievement of collective objectives or decisions.



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- h. **Coordinator** – refers to the individual designated to lead the conduct of seminars, training programs, and similar activities. The coordinator oversees planning, organization, and implementation, including the development of training designs, modules, and curricula, and may likewise serve as Lecturer, Resource Person, or Facilitator when necessary.

*Note: For purposes of this document, Resource Persons, Lecturers, Facilitators, Coordinators, and similar roles shall collectively be referred to as **Subject Matter Experts (SMEs)**.*

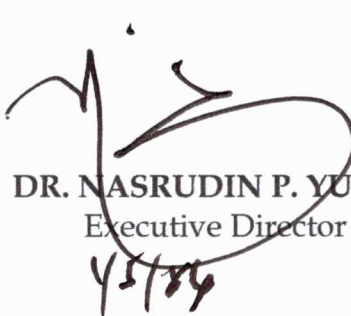
- i. **Training** – refers to structured and planned learning experiences designed to increase knowledge, enhance skills, develop attitudes, and improve work habits of personnel for the purpose of strengthening individual and organizational performance.
- j. **Seminar** – refers to a structured activity primarily intended for sharing, discussing, or disseminating ideas and information related to a particular field of interest, including the appreciation and resolution of common issues.
- k. **Workshop** – refers to an intensive, usually short-duration learning activity characterized by active participation, interchange of ideas, and hands-on exercises among a relatively small group of participants.

*Note: For purposes of this document, "Training," "Seminar," and "Workshop" shall collectively be referred to as **Activities**.*

SECTION 12. EFFECTIVITY

These policies and guidelines shall take effect immediately upon approval and shall remain in force unless amended or superseded.

Approved this 5th day of January 2026 at Cotabato City, Philippines.


DR. NASRUDIN P. YUSOP
Executive Director

