



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. **00220**
Series of 2025

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

SUBJECT : REITERATION OF MEMORANDUM CIRCULAR NO. 0084, S. 2023 re: GUIDELINES ON REQUEST FOR ISSUANCE OF MEMORANDUM CIRCULAR/ORDER

DATE : 05 Sha'ban 1446 AH | 04 February 2025

1. Chapter 2, Title 1, Book of the Bangsamoro Autonomy Act No. 13, other wise known as the Bangsamoro Administrative Code expressly grants the Chief Minister the rule-making power, such as the issuance of Memorandum Orders and other policies in the Bangsamoro Government.
2. Section 5 (d), Title II, Book IV of the Bangsamoro Autonomy Act No. 13, otherwise known as the *Bangsamoro Administrative Code* provides that the Office of the Senior Minister shall exercise primary authority to sign official documents "By Authority of the Chief Minister", or "For the Chief Minister", whichever is deemed appropriate, to attest to executive orders and other Chief Minister's issuances unless attestation is specifically delegated to other officials by him or by the Chief Minister.
3. Pursuant thereto, the Office of the Senior Minister **issued Memorandum Circular No. 0084, Series of 2023**, with the subject "Guidelines on Request for Issuance of Memorandum Circular/Order."
4. The aforesaid Guidelines is hereby **reiterated**, to wit:
 - a. All request for issuance of Memorandum Circular/Order shall be **submitted one week or earlier** prior to its deadline or date of implementation/conduct of activity to **ensure adequate time for review and approval**;
 - b. The requested Memorandum Circular/Order shall be drafted using Cambria with twelve (12) pt. font size, single-spaced;
 - c. If needed, all attachments shall be enclosed to the request (indicative programme, sample design for tarpaulin, etc.); and
 - d. Attached "**Email Recipients Checklist Form**" checked/verified and approved by an authorized representative.

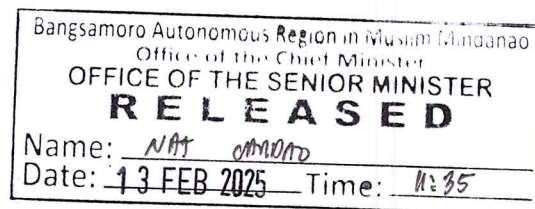
5. Furthermore, all requests for issuances must include a contact number. This serves as the point of contact for any questions requiring the requester's confirmation.
6. A copy of Memorandum Circular No. 0084, Series of 2023, is attached for your reference.
7. For questions and/or other clarifications, you may contact the Office of the Senior Minister at 421-6186 or email at osm@bangsamoro.gov.ph.

For strict compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABUNAWAS L. MASLAMAMA
Senior Minister

OCM-BARMM AMS-RD
AAA177144





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. 008 ⁴_{gvr}
Series of 2023

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

SUBJECT : GUIDELINES ON REQUEST FOR ISSUANCE OF MEMORANDUM
CIRCULAR/ORDER

DATE : 13 Dhu'l-Qi'dah 1444 AH | 02 June 2023

1. Chapter 2, Title 1, Book IV of the Bangsamoro Autonomy Act No. 13 or the Bangsamoro Administrative Code expressly grants the Chief Minister the rule-making power, such as the issuance of Memorandum Orders and other policies in the Bangsamoro Government.
2. Further, Section 5 (d), Title II, Book IV of the Bangsamoro Administrative Code grants the undersigned the duty to exercise primary authority to sign official documents "By Authority of the Chief Minister", or "For the Chief Minister", whichever is deemed appropriate, to attest to executive order and other Chief Minister's issuances unless attestation is specifically delegated to other officials by him or by the Chief Minister.
3. In line with the foregoing, all ministries, offices, and agencies are enjoined to **submit their request for issuance of Memorandum Circular/Order one (1) week or earlier prior to its deadline or date of implementation/conduct of activity** to ensure adequate time for review and approval.
4. The following format style and needed attachment/s shall also be followed/included:
 - a. The requested Memorandum Circular/Order shall be drafted using Cambria with twelve (12) pt. font size, single-spaced (please refer to the attached format);
 - b. Paginate the template using (Page _ of _) format;
 - c. Attached "Email Recipients Checklist Form" checked/verified and approved by an authorized representative; and
 - d. All attachments such as indicative programme, sample design for tarpaulin, etc. (if any) must be enclosed in the request.

5. This Memorandum shall take effect immediately and shall continue in effect unless modified or amended by the undersigned or other competent authority.

For strict compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABUNAWAS L. MASLAMAMA
Senior Minister 

OCM-BARMM AMS-RD
AAA144599



Bangsamoro Autonomous Region in Muslim Mindanao	
Office of the Chief Minister	
OFFICE OF THE SENIOR MINISTER	
RELEASED	
Name:	ABDUL AZIS LU ALI
Date:	JUN 08 2023 Time: 8:40 AM

Bangsamoro Autonomous Region in Muslim Mindanao	
Office of the Chief Minister	
OFFICE OF THE SENIOR MINISTER	
RELEASED	
By:	Bhai Elham M. Hadji Guialil
Date:	08 JUN 2023
Time:	9:05 AM

RECEIVED FOR ROUTING
By: MASNAH K. MIDTIMBANG
Date: 08 JUN 2023
Time: 9:59 AM