



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao



**BANGSAMORO COMMISSION
FOR THE PRESERVATION OF CULTURAL HERITAGE**

Shariff Kabunsuan Cultural Complex Building, Bangsamoro Government Center, Cotabato City

**RESOLUTION NO. 19
Series of 2022**

“A RESOLUTION ADOPTING THE INTERNAL GUIDELINES IN CONDUCTING SCHOOL OF LIVING TRADITIONS (SLT) IN BARMM PROVINCES”

WHEREAS, the BCPCH is created by virtue of Bangsamoro Autonomy Act No. 13 otherwise known as “An Act Providing for the Bangsamoro Administrative Code and Other Related Purposes” as enacted by Bangsamoro Transition Authority Parliament;

WHEREAS, Section 24, Article IX of Republic Act No. 11054, otherwise known as the “Organic Law for the Bangsamoro Autonomous Region in Muslim Mindanao (Bangsamoro Organic Law),” states that the Bangsamoro Government shall preserve the history, culture, arts traditions, and the rich cultural heritage of the Bangsamoro people and their Sultanates, such as those of Sulu, Maguindanao, Kabuntalan, Buayan, the Royal House of Lanao and of the Iranun, and the non-Moro Indigenous peoples of the Bangsamoro Autonomous Region;

WHEREAS, the BCPCH adhere to its legal mandate as provided under Article IX, Section 25 of the Bangsamoro Organic Law which states that “The Bangsamoro Commission for the Preservation of the Cultural Heritage shall have the primary responsibility to write the history of the Bangsamoro people and to establish and sustain the cultural institutions, programs, and projects in the Bangsamoro Autonomous Region. The Commission shall coordinate and work closely with the National Commission for Culture and the Arts, National Historical Commission of the Philippines, National Museum of the Philippines, and other concerned cultural agencies for the preservation of cultural heritage, shall establish libraries and museums declare and restore historical shrines and cultural sites to preserve the Bangsamoro heritage for posterity. The Commission shall ensure the inclusion of Philippine history, culture and heritage in the establishment of museums and similar institutions, programs and projects to foster unity among Filipinos;

WHEREAS, Section 49, Chapter 4, Title XVI of the Bangsamoro Administrative Code No. 13 provides that the BCPCH in carrying out its mandate, the Commission shall have the power to recommend to the Bangsamoro Government regional policies and legislation on culture, arts, heritage promotion and development programs and activities, perform any and all other acts incident to or required by virtue of its creation;

WHEREAS, Section 50 of the Bangsamoro Administrative Code No. 13 also provides that the BCPCH shall encourage and support the study, recognition and preservation of endangered human cultural resources such as weavers, chanters, dancers, and other craftsmen as well as the conservation and development of artistic, linguistic and occupational skills that are threatened with extinction. Further, the BCPCH shall also encourage and support scholarly research into and documentation of Bangsamoro cultural traditions, arts and crafts, as well as significant cultural movements, achievements and personalities especially in the literary, visual and performing arts, and in mass media, as well as the various aspects of Bangsamoro culture;



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WHEREAS, Section 8 of Republic Act No. 7356, otherwise known as the “Law Creating the National Commission for Culture and the Arts (NCCA),” the NCCA is created to formulate policies for the development of culture and arts, develop and promote the Filipino national culture and arts, and preserve Filipino cultural heritage;

WHEREAS, the NCCA, being the national agency mandated to conserve and promote the nation’s cultural heritage, established the School of Living Traditions (SLT). The SLT is a method to preserve cultural heritage through preserving it in a living form by ensuring its transmission to the next generations;

WHEREAS, upon the passage of the Bangsamoro Organic Law, the powers being exercised by the NCCA devolved into the BCPCH. As such, the BCPCH is now the appropriate agency to conduct the SLT program within the Bangsamoro Autonomous Region;

WHEREAS, in order to expedite the conduct of the above activity, the BCPCH, by virtue of the BCPCH Commission *En Banc* Resolution No. 04, Series of 2022, provides for the adoption by the BCPCH of the guidelines set forth by the NCCA on the conduct of the School of Living Traditions (SLT) in the Philippines;

WHEREAS, the same resolution provides that the same guidelines shall only be effective until such time that the BCPCH Commission *En Banc* issue a resolution adopting a local guideline for the conduct of the School of Living Traditions within the Bangsamoro Autonomous Region;

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, A RESOLUTION ADOPTING THE INTERNAL GUIDELINES IN CONDUCTING SCHOOL OF LIVING TRADITIONS (SLT) IN BARM PROVINCES PROVIDED AS FOLLOWS:



INTERNAL GUIDELINES ON CONDUCTING SCHOOL OF LIVING TRADITIONS (SLT) IN BARMM PROVINCES

One of the programs of the BCPCH BARMM is the implementation of School of Living Traditions (SLT) in different provinces of the Region that caters the diverse cultural communities of the Bangsamoro. In this light, the following internal guidelines will serve as the basis for the implementation of the said program by the Provincial Offices of the Commission.

I. GENERAL GUIDELINES

The implementation of the School of Living Traditions (SLT) is specially designated to the Provincial Offices of the Region. This is to ensure the authenticity and inclusivity of the implementation of the program. The following general guidelines shall be followed:

- 1.1 The Provincial Office shall be responsible for the implementation of the SLT;
- 1.2 The Community Affairs Officer II of the Provincial Office shall serve as the focal person for the SLT;
- 1.3 The Regional Office shall have Monitoring Team to assist the Provincial Office during their preparations, implementation, and liquidation phases;
- 1.4 The Community Affairs Officer III of the Cultural Affairs Section shall lead the Monitoring Team of the Regional Office;
- 1.5 There shall be Cultural Master(s) for every SLT, validated by the Provincial Office through the Cultural Master Profile to facilitate the training;
- 1.6 The participants must have less or no knowledge of the SLT to be implemented to achieve the objective, that is to transfer cultural knowledge;
- 1.7 The participants are preferably women and/or youth; and
- 1.8 The Provincial Office shall report to the Regional Office with regards to the pre-activity preparations, proper activity arrangements, and post-activity financial and operations documentary requirements.

II. ROLES AND RESPONSIBILITIES

2.1 PROVINCIAL OFFICE

2.1.1 The Provincial Commissioner

- 2.1.1.1 The Provincial Office under the leadership of the Provincial Commissioner shall lead the implementation of the SLT;
- 2.1.1.2 The Provincial Commissioner shall officially receive the SLT fund through an Acknowledgement Receipt;
- 2.1.1.3 All implementation matters must be approved by the Commissioner; and
- 2.1.1.4 He/She may assign other functions and tasks to the other Provincial staffs as deemed necessary.

2.1.2 The Community Affairs Officer II

- 2.1.2.1 The Community Affairs Officer II (CAO II) of the Provincial Office shall serve as the focal person for the SLT implementation;
- 2.1.2.2 He/She shall lead the preparations, actual implementation, and liquidation of the activity;
- 2.1.2.3 Specifically, CAO II shall be responsible of the following:

A. Preparations

- a. Acquire Office Memo/Notice of the Activity;
- b. Activity Proposal with Budgetary Requirements;
- c. Program Design/Flow;
- d. Invitation of Participants and confirmation;
- e. Invitation of Cultural Master(s) and confirmation;
- f. LGU coordination;
- g. Booking and confirming logistical arrangements (venue, food, accommodation, and transportation, if any)
- h. Pre-activity financial documents;
- i. Supplies/materials purchasing (strictly noting the financial documentary requirements needed, e.g. OR expiry/type of business, photo documentation of purchasing, etc.); and
- j. Perform other tasks as deemed necessary.

B. Activity Proper

- a. Ensure the smooth implementation of the activity;
- b. Supervise the preparations needed for the venue (e.g. stage, tarpaulin, projector, sound system, etc.);
- c. Manage meals and accommodation during the activity;
- d. Daily Attendance of the participants, Cultural Master(s), organizers, and the Regional Monitoring Team;
- e. Cultural Master(s) profile; and
- f. Photo documentation of the training, supplies/materials, cultural master, food, and the venue.

C. Post-Activity

- a. Prepare Post-Activity Report
- b. SLT Manual/Module
- c. Certificates: Participation (participants), Recognition (Cultural Master), Appreciation (Guests);
- d. Secure all Official Receipts (OR);
- e. Filled-up and signed Acknowledgment Receipts (as needed);
- f. Signed Guest Folio from the accommodation;
- g. Payroll Sheet for the Cultural Master honorarium;
- h. Valid ID with 3 signatures of the Cultural Master;
- i. Lay-outs of tarpaulin and t-shirts (if any); and
- j. Other necessary Financial Documents (please refer to the checklist).

2.2 REGIONAL OFFICE

2.2.1 The Executive Director

2.2.1.1 The Executive Director of the Commission under the leadership of the Commission Chairperson, shall act as the Executive Head responsible to all Programs and Activities of the Commission;

2.2.1.2 He/She shall monitor and supervise the regional and provincial programs and activities, including the SLT; and

2.2.1.3 All implementation matters must go through the Office of the Executive Director and approved by the Chairperson.

2.2.2 The Community Affairs Officer V

- 2.2.2.1 As the Division Chief of the Operations, the Community Affairs Officer V shall approve the disbursement of the SLT funding;
- 2.2.2.2 He/She may act as the disbursement officer or may assign the disbursement of the SLT funding to any Finance personnel;
- 2.2.2.3 He/She shall ensure the correctness and completeness of required documents after the SLT implementation; and
- 2.2.2.4 He/She approves necessary documents prior to the final approval of the Executive Director.

2.2.3 The Community Affairs Officer III

- 2.2.3.1 Community Affairs Officer III shall lead the Regional Monitoring Team;
- 2.2.3.2 He/She review necessary documents submitted by the Provincial Office and forward them to the Planning and Budget Unit;
- 2.2.3.3 He/She shall address any inquiry and clarifications regarding the implementation;
- 2.2.3.4 He/She shall gather information regarding the SLT and the Cultural workers for database;
- 2.2.3.5 He/She shall assist CAO V in ensuring the completeness of required documents after the implementation of the SLT; and
- 2.2.3.6 CAO III may assign or designate personnel from the Cultural Affairs Section to do any of the tasks above.

III. IMPLEMENTATION

There are three (3) phases of implementation, *pre-activity*, *activity proper*, and *post-activity*. On every phase, the Provincial Office will be provided with detailed instructions to follow and checklist to comply with as required by the Regional Office.

3.1 PRE-ACTIVITY PREPARATIONS

Prior to the conduct of SLT proper, the following arrangements and documents shall be accomplished and submitted:

- 3.1.1 The Regional Office shall have prior coordination to the Provincial Office through the **Cultural Section of Operations Division of the Commission** regarding the conduct of the Activity;
- 3.1.2 The **Community Affairs Officer III**, through the approval of the Division Chief, Community Affairs Officer V, **may directly or assign personnel** under the Cultural Section to act as regional focal person to coordinate with the Provincial Office.
- 3.1.3 After preparatory meetings of the Provincial and Regional Office, Provincial Office shall start the following preparations:
- a. **Checking of logistical eligibility requirements;**
 - b. **Coordinate with the LGU/BLGU** where the SLT will be conducted;
- 3.1.4 With the information on the logistical eligibility requirements and establishment of rapport with the LGU/BLGU, the Provincial Office shall report to the Regional Office and submit all the information gathered;
- 3.1.5 The Regional Office shall check the eligibility requirements reported and submitted by the Provincial Office;
- a. *If the requirements are all complete with no technical issues*, the Regional Office shall then instruct the Provincial Office to submit **Request Letter for the Conduct of Activity and Release of Funds** signed by the Commissioner and addressed to the Chairperson through the Executive Director;
 - b. *However, if the requirements are incomplete and/or with technical issues*, the Regional Office shall ask the Provincial Office to find alternative suppliers with the complete requirements.

3.1.6 **Request Letter for the Conduct of Activity and Release of Funds** shall attach the following:

- a. Activity proposal with Budgetary Requirements;
- b. Program Design/Flow;
- c. Cultural Master Profile; and
- d. SLT Module (if any).

3.1.7 The Regional Office shall then check the submitted request letter with its attachments;

- a. *If the attachments of the letter are complete*, the Regional Office shall process the fund and the Provincial Office shall proceed with their preparations. Further, the Regional Office shall issue **Office Memo/Notice of the Activity**;
- b. *However, if the attachments of the letter are incomplete and/or with technical issues*, the Regional Office shall send back the documents to the Provincial Office to accomplish the remaining attachments and/or technical issues.

3.1.8 The Provincial Office shall start with their **logistical and secretarial legworks**;

3.1.9 The Provincial Office shall then report to the Regional Office upon confirming the following arrangements:

- a. Venue – reserved and booked;
- b. Accommodation – reserved and booked;
- c. Food – reserved with confirmed menu;
- d. Participants – communicated and with confirmed number of attendees;
- e. Cultural Master – invited and confirmed;
- f. Supplies – canvassed;
- g. Tasking – provincial staff with indicated tasks;
- h. Final schedule.

3.1.10 With the confirmed logistical and secretarial arrangements, the Provincial Office and the Regional Monitoring Team shall process their travel request;

3.1.11 The Regional Office shall issue **Travel Order** to the Provincial personnel and the Regional Monitoring Team;

- 3.1.12 The Regional Monitoring Team shall **travel to the province** to monitor and **release the fund**;
- 3.1.13 The Provincial Office shall acknowledge the receipt of fund through submitting signed **Acknowledgment Receipt**;
- 3.1.14 As for the purchasing of the supplies, the Provincial Office is required to take **photos of the supplies with the items, the provincial staff and the supplier**.

3.2 ACTIVITY PROPER

- 3.2.1 During the activity proper of the SLT, the Provincial Office shall:
- a. Lead the implementation;
 - b. Handle secretariat tasks:
 - i. Daily Attendance (2 original copies, 2 photocopies to be Certified True Copy at the Regional Office);
 - ii. Distribution of kits (if any);
 - iii. Evaluation/Assessment Form (to be filled up by the participants);
 - c. Manage logistical needs and concerns of the staff, participants and the cultural master;
 - d. Take photo documentation of the food, tarpaulin, and the training as a whole.
- 3.2.2 The Regional Office shall:
- a. Release the fund for the activity;
 - b. Be present during the Opening and Closing of the activity proper;
 - c. Monitor the implementation of the activity;
 - d. Ensure the compliance of Administrative and Financial documentary requirements for the activity;
 - e. Ensure that the training is following the module provided.

3.3 POST-ACTIVITY REQUIREMENTS

- 3.3.1 After the conduct of the SLT, the Regional Office shall stay for few days to ensure that the **administrative and financial documentary requirements** (refer to *checklist*) are complete with no technical issues;

- 3.3.2 Three (3) working days after the closing of SLT, the Provincial Office shall submit *signed and approved by the Commissioner* **Post-Activity Report and SLT Manual/Module** to the Regional Office;
- 3.3.3 The Report shall be **transmitted** to the Operations Division Chief, CAO V thru **CAO III of Cultural Affairs Section**, copy furnished to the Office of the Executive Director; and
- 3.3.4 If there are any technical issues with the submitted documentary requirements, the Regional Office shall coordinate with the Provincial Office to accomplish necessary indicated requirements through the Cultural Affairs Section of the Operations Division;
- 3.3.5 The Cultural Affairs Section shall consolidate the reports submitted by the provinces to be checked by CAO V and be submitted to the Planning Officer.

LIST OF ANNEXES

ANNEX A – Checklist of Logistical Eligibility Requirements

ANNEX B – Coordination Letter (LGU/BLGU)*

ANNEX C – Request Letter for the Conduct of Activity and Release of Funds*

ANNEX D – Acknowledgment Receipt (AR)

ANNEX E – Administrative and Finance Documentary Requirements Checklist

ANNEX F – Transmittal

ANNEX G – Post-Activity Report (PAR) Outline

ANNEX H – SLT Manual/Module Outline

ANNEX I – Attendance format

ANNEX J – Cultural Master Profile

ANNEX K – Honorarium Payroll

**Note: The provided templates, specifically the letters, in the following annexes may be edited according to the needs and/or preference of the implementing office.*

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Annex A - Checklist of Logistical Eligibility Requirements

Kindly ensure that the following requirements is matched with their line of business to avoid any issues during the liquidation.

- ✓ BIR Form 2303 (Certificate of Registration)
- ✓ Permit (Mayor's permit, DTI permit)
- ✓ Official receipt (line of business and its expiration date)

SP

JP

AS

✓

SP

AS

Annex B - Coordination Letter (LGU/BLGU)



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
BANGSAMORO COMMISSION
FOR THE PRESERVATION OF CULTURAL HERITAGE
Shariff Kabunsuan Cultural Complex, Bangsamoro Government Center, Cotabato City



[Date]
[Hijri Date]

[NAME]
[Position]
[Office/Organization]

Dear [Name],

Assalamu 'alaykum warahmatullahi wabarakatuhu!

As mandated to preserve the Bangsamoro Culture, the [Province] Provincial Office of the BCPCH-BARMM will conduct School of Living Traditions (SLT) as part of our target programs and activities in the Province.

We are writing this letter to coordinate to your Office for the conduct of the said activity. In this light, we hope to meet you or your representative on [Date] at [Time] to discuss and present our activity as our courtesy to your Office and for any possible collaborations.

For any inquiry, kindly contact our Cultural Affairs Officer, [Name] at [Contact number].

Thank you and more power!

Sincerely,

[NAME OF COMMISSIONER]
Commissioner
Province of [Name of Province]
BCPCH-BARMM

Annex C - Request Letter for the Conduct of Activity and Release of Funds



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
BANGSAMORO COMMISSION
FOR THE PRESERVATION OF CULTURAL HERITAGE
Shariff Kabunsuan Cultural Complex, Bangsamoro Government Center, Cotabato City



[Date]
[Hijri Date]

SALEM Y. LINGASA, Ph.D.
Chairperson
BCPCH – BARMM

Thru: **AKMAD D. MAMA**
Executive Director

Dear **Chair Lingasa,**

Assalamu 'alaykum warahmatullahi wabarakatuhu!

This is to inform the Commission that we have coordinated the LGU/BLGU and have prepared necessary administrative, logistics, and technical preparations for the conduct of School of Living Traditions (SLT) activity.

In this light, we are writing this letter to request the Commission for the release of funds to conduct the said activity under our Provincial Office.

For any inquiry, kindly contact our Cultural Affairs Officer, [Name] at [Contact number].

Thank you and more power!

Sincerely,

[NAME OF COMMISSIONER]
Commissioner
Province of [Name of Province]
BCPCH-BARMM

Annex D - Acknowledgment Receipt (AR)



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
BANGSAMORO COMMISSION
FOR THE PRESERVATION OF CULTURAL HERITAGE
Sultan Kabunsuan Cultural Complex, Bangsamoro Government Center, Cotabato City



ACKNOWLEDGEMENT RECEIPT

_____ Date

Received from _____ the
sum of _____
(Amount in words)
₱ _____ (amount in figures) for _____
(Purpose)

Received by:

_____ Printed Name and Signature

[Handwritten mark]

[Handwritten mark]

[Handwritten mark]

[Handwritten mark]

[Handwritten mark]

Annex E - Administrative and Finance Documentary Requirements Checklist

GRANTING OF CA for OPERATING EXPENSES

General Requirements:

CHECKLISTS, 3 copies (1 original & 2 photocopy or 3 authenticated Photocopy)

- ORS
- DV
- LR
- Authority of the accountable officer issued by the Head of the Agency or his representative indicating the maximum accountability and purpose of CA (for initial
- Certification from the Accountant that previous Cas have been liquidated and accounted for in the books
- Approved application for bond/fidelity bond
- Approved Budget for COE of the Agency activity in the field

LIQUIDATION OF CA FOR OPERATING EXPENSES

General Requirements:

CHECKLISTS, 3 copies (1 original & 2 photocopy or 3 authenticated Photocopy)

- LR
- ROD
- Office Memo/Notice of the Activity
- Programme
- Approved Activity Proposal
- Post-Activity Report

Additional Requirements:

HONORARIA

CHECKLISTS, 3 copies (1 original & 2 photocopy or 3 authenticated Photocopy)

- Payroll Sheet
- Programs of Lectures/ Output required/ Video of Demonstration
- Invitation Letter
- PDS or CV if not a Gov't Employee, if applicable
- Cert of Appreciation
- Photocopy of Valid ID with 3 specimen signature
- Documentary Pictures

TRAINING SUPPLIES

CHECKLISTS, 3 copies (1 original & 2 photocopy or 3 authenticated Photocopy)

- Approved Purchase Request
- Canvass from at least 3 supplier for purchase
- Summary/ Abstract of Canvass
- Approved Purchase Order
- Pictures of the Actual Supplies received
- Tarpaulin Layout, if any
- T-shirt Layout, if any
- Official Receipt (OR MUST BE REGISTERED IN BIR, VALID & THE LINE OF BUSINESS MUST BE RELATED TO SUPPLIES)
- Delivery Receipt

RAW MATERIALS with NO OR

- Acknowledgement Receipt with maximum of P300.00 pesos per
- Picture of Payee with the AR and the Raw Materials paid

TRAINING SUPPLIES

CHECKLISTS, 3 copies (1 original & 2 photocopy or 3 authenticated Photocopy)

- Approved Purchase Request
- Canvass from at least 3 supplier for purchase
- Summary/ Abstract of Canvass
- Approved Purchase Order
- Pictures of the Actual Supplies received
- Tarpaulin Layout, if any
- T-shirt Layout, if any
- Official Receipt (OR MUST BE REGISTERED IN BIR, VALID & THE LINE OF BUSINESS MUST BE RELATED TO SUPPLIES)
- Delivery Receipt

RAW MATERIALS with NO OR

- Acknowledgement Receipt with maximum of P300.00 pesos per
- Picture of Payee with the AR and the Raw Materials paid

CATERING SERVICES FOR MEALS

CHECKLISTS, 3 copies (1 original & 2 photocopy or 3 authenticated Photocopy)

- Approved Purchase Request
- Canvass from at least 3 supplier for purchase
- Summary/ Abstract of Canvass
- Approved Purchase Order
- Documentary Pictures
- Official Receipt (OR MUST BE REGISTERED IN BIR, VALID & THE LINE OF BUSINESS MUST BE RELATED TO CATERING)
- Attendance with Signature of Participants

ACCOMODATION

CHECKLISTS, 3 copies (1 original & 2 photocopy or 3 authenticated Photocopy)



- Approved Purchase Request
- Canvass from at least 3 supplier for purchase
- Summary/ Abstract of Canvass
- Approved Purchase Order
- Official Receipt (OR MUST BE REGISTERED IN BIR, VALID & THE LINE OF BUSINESS MUST BE RELATED TO ACCOMODATION)
- Guest Folio

TRANSPORTATION

CHECKLISTS, 3 copies (1 original & 2 photocopy or 3 authenticated Photocopy)

- Official Receipt
- If NO OR, Acknowledgement Receipt with maximum of P300.00 pesos per
- Driver's License
- List of Passengers with Signature

Annex F – Transmittal

 <p style="font-size: small;">Republic of the Philippines Bangsamoro Autonomous Region in Muslim Mindanao</p> <p>BANGSAMORO COMMISSION FOR THE PRESERVATION OF CULTURAL HERITAGE Shariff Kabunsuan Cultural Complex, Bangsamoro Government Center, Cotabato City</p> 				
TRANSMITTAL				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">NO.:</td> <td style="width: 50%;">DATE:</td> </tr> </table>	NO.:	DATE:		
NO.:	DATE:			
<p>TO: AARON-JEFF D. USMAN <i>Community Affairs Officer V</i></p> <p>THRU: SHERYAN P. GUIALEL <i>Community Affairs Officer III</i></p> <p>FROM: [NAME] <i>[Designation]</i> BCPCH – <i>[Province]</i></p>				
SUBJECT: [SAMPLE: Submission of SLT documentary requirements]				
ATTACHMENTS:				
<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 				
REMARKS: Copy furnished to the Office of the Executive Director				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Submitted by:</td> <td style="width: 50%;">Received by:</td> </tr> <tr> <td style="text-align: center;"> <p>[signature above printed name] [NAME] <i>[Designation]</i></p> <p>Date: _____</p> </td> <td style="text-align: center;"> <p>SHERYAN P. GUIALEL, MPP <i>Community Affairs Officer III</i></p> <p>Date: _____</p> </td> </tr> </table>	Submitted by:	Received by:	<p>[signature above printed name] [NAME] <i>[Designation]</i></p> <p>Date: _____</p>	<p>SHERYAN P. GUIALEL, MPP <i>Community Affairs Officer III</i></p> <p>Date: _____</p>
Submitted by:	Received by:			
<p>[signature above printed name] [NAME] <i>[Designation]</i></p> <p>Date: _____</p>	<p>SHERYAN P. GUIALEL, MPP <i>Community Affairs Officer III</i></p> <p>Date: _____</p>			

Annex G - Post-Activity Report (PAR) Outline

POST-ACTIVITY REPORT (PAR)

I. ACTIVITY DESCRIPTION

TITLE:
DATE:
VENUE:
FACILITATORS:

II. REPOST SUMMARY

RATIONALE
OBJECTIVES
METHODS (day-to-day)

III. ISSUES AND CHALLENGES

IV. RECOMMENDATIONS

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Annex H – SLT Manual/Module Outline

SLT TRAINING MANUAL/MODULE

I. SCHOOL OF LIVING TRADITIONS – [NAME OF SPECIFIC SLT]

Introduction
Cultural Master

SA

II. METHODOLOGY

Materials/Ingredients
Step-by-Step Process
Final Output

SA

III. SIGNIFICANCE

Cultural
Social
Economic
Environmental (if any)

SA

IV. PHOTO DOCUMENTATION

SA

SA

SA

Annex I – Attendance format

Attendance shall have the following:

1. Header
2. Title of the Activity
3. Date
4. Venue
5. Inside the table are the following:
 - a. No.
 - b. Name
 - c. Gender
 - d. Age
 - e. Address
 - f. Phone number/email address
 - g. AM/PM Signature

***Refer to attached document**

Annex J – Cultural Master Profile

***Refer to attached document**

Annex K – Honorarium Payroll

***Refer to attached document**

Prepared by:



SHERYAN P. GUIALEL, MPP
CAO III, Cultural Affairs Section

Noted by:

AARON-JEFF D. USMAN
CAO V, Operations Division

Reviewed by:



AKWAD D. MAMA
Executive Director

Approved by:



SALEM Y. LINAGSA, Ph.D.
Chairperson



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao



**BANGSAMORO COMMISSION
FOR THE PRESERVATION OF CULTURAL HERITAGE**

Shariff Kabunsuan Cultural Complex Building, Bangsamoro Government Center, Cotabato City


DONE and UNANIMOUSLY APPROVED BY THE BCPCH COMMISSIONERS
on this _____ day of _____, 2022.

Certified Correct by:

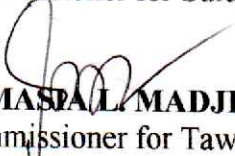

SALEM Y. LINGASA, Ph.D.
Chairperson
Commissioner for Maguindanao


Attested by:


MERRA A. AMPAO
Commissioner for Basilan


ROBERT M. ALONTO
Commissioner for Lanao del Sur

ARDAN D. SALI
Commissioner for Sulu


ELMASPA L. MADJILON
Commissioner for Tawi-Tawi


GUIAMAL B. ABDULRAHMAN
Ex-Officio Commissioner for Indigenous People