



Republic of the Philippines
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
BANGSAMORO TRANSITION AUTHORITY
BARMM Compound, Cotabato City

THE DIVISIONAL ORGANIZATIONAL STRUCTURE OF THE BANGSAMORO PARLIAMENT

A. ADMINISTRATIVE AND GENERAL SERVICES DEPARTMENT

The Administrative and General Services Department (AGSD) ensures the effective implementation of government administrative laws, policies, programs, and rules and regulations covering the areas of human resource, procurement, quality management system, and supplies/inventory management.

The AGSD shall also formulate policies, plans and programs related to the department's property management, engineering, maintenance and other general administrative services, and ensure effective implementation thereof and compliance with government regulations and standards.

a. Human Resource Division

The Human Resources Division (HRD) generally handles personnel transaction, manpower development and employee welfare. It carries out the essential staffing pattern such as recruitment, selection and job placement of employees in the Bangsamoro Parliament, conduct and organize trainings for the Members of Parliament and their staff, and is in direct supervision of all the Human Resource functional subdivisions' operations and activities, in compliance to the standard policies and guidelines of the BARMM Civil Service Commission Code. It shall have two units under it — the Human Resource Management Unit (HRMU) and Human Resource Development Unit (HRDU).

b. General Services Division

The General Service Division (GSD) provides all the necessary resources such as facilities, technical assistance, and performs all other required essential duties and functions for the effective and efficient provisioning of basic goods and services in the Bangsamoro Parliament. It oversees the maintenance of all mechanical, electrical and communication facilities of the Parliament as well as the construction, maintenance and repair of its grounds and facilities.

c. Medical and Health Division

The Medical and Health Division (MHD) is the health facility of the Bangsamoro Parliament. It shall manage the health and medical requirements of the Parliament. It is directly in charge of medical services including, but not limited to, pre-employment medical examination, consultation, treatment of simple medical condition or sickness, vaccination, dental check-up, laboratory and medical supplies. It shall also implement control and management of non-communicable and infectious diseases, reproductive health and wellness programs, provide medico-legal services, and issue medical certificates for all the Members of Parliament and employees whenever required.

d. Property and Supply Division

The Property and Supply Division (PSD) is the office in charge of both the physical and perpetual inventory system of the Parliament's properties, such as major equipment and service vehicles, as government accountabilities. It shall also manage all other entrusted areas of concerns related to the overall management of such properties including, but not limited to, submission of Annual Inventory Report to the Commission on Audit, Property and Supply clearances, LTO registration and renewal, vehicle insurances, issuance of property labels and stickers, Property Issue Slips (PIS), Acknowledgment Receipt for Equipment (ARE), validation of Requisition and Issue Slip (RIS), Summary of Supplies and Materials Issued (SSMI).

e. Procurement Division

The Procurement Division (PD) shall formulate and implement policies, plans and programs pertaining to the Bangsamoro Parliament's procurement requirements/activities, purchasing, contract management and monitoring

towards the effective utilization of existing procurement systems and procedures in compliance with the government rules and regulations.

f. Records Management Division

The Records Management Division (RMD) shall be responsible for the maintenance of a centralized records management system. It shall be in charge of the data management system of the Bangsamoro Parliament that is responsible for the proper handling, storage, and maintenance of physical and electronic files of official documents and correspondence. It shall also perform other duties including, but not limited to, verification, certification and timely delivery of documents and correspondence and shall perform all such duties with accuracy and integrity.

B. FINANCE SERVICES DEPARTMENT

The Finance Services Department (FSD) shall be responsible for the management of the financial resources of the Parliament by providing direction, assistance and advice on budgetary matters, and control on the utilization of funds of the Parliament. It reviews and evaluates the soundness, adequacy and application of accounting, financial and other operating controls and recommends the most effective control system at reasonable cost.

a. Cash Division

The Cash Division (CD) shall formulate plans and programs related to the Bangsamoro Parliament's budgetary requirements and obligations and ensure effective implementation thereof and compliance with government rules and regulations.

b. Budget Division

The Budget Division (BD) is directly in charge of all the Bangsamoro Parliament offices' annual and operational budget preparation, approval, implementation and submission to the Parliament.

c. Accounting Division

The Accounting Division (AD) is directly responsible for the official reporting, record keeping and control of the Parliament's financial stream and transactions. It shall perform financial accounting tasks such as preparation of financial reports, payroll, accounts payable, and accounts receivable.

C. OFFICE OF THE SECRETARY GENERAL

The Office of the Secretary General (OSG) acts as the Head Secretariat for the Parliament. It assists the Speaker in extending adequate and timely legislative support to the offices of the members of the Parliament. It exercises supervision and control over the following department and services: Plenary and Committee Affairs Department, Legislative and Technical Affairs and Information Services, and Policy Research and Legal Affairs Services. It keeps the journal of each session; notes all questions of order together with the decisions thereon; completes the printing and distribution of the Records of the Parliament; and carries out all other parliamentary-related tasks as may be directed by the Speaker.

D. OFFICE OF THE SERGEANT-AT-ARMS

The Office of the Sergeant-at-Arms (OSAA) is responsible for the security and maintenance of order in the Parliament in accordance with the orders of the Speaker of the Parliament. It provides physical and logical security for the members of the Parliament and their staff, offices of the Bangsamoro Parliament and all properties located within its premises.

a. Security Enforcement Section

The Security Enforcement Service (SES) is responsible for the implementation of security rules and regulations of the Parliament vis-à-vis the protection of the Parliament members, employees, guests and all properties found therein. It coordinates with other agencies in the BARMM, when the need arises, in the implementation of security measures. Aside from the physical security, the SES

maintains a round-the-clock communications network. It also has a CCTV surveillance system for electronic monitoring.

b. Security Support Section

The Security Support Service (SSS) is the administrative arm of the OSAA. It is responsible for security policy drafting and review; administrative disciplinary investigation; subpoena and warrant services; logistics and supplies; legislative paging; ID design and issuance; and security training and welfare.

E. LEGISLATIVE TECHNICAL AFFAIRS AND INFORMATION SERVICES

The Legislative Technical Affairs and Information Services (LTAIS) directs, oversees and reviews all works and activities performed by the Publications and Media Relations Division, Legislative Reference Division, and Translation and Interpretation Division in aid of the legislative work of the Members of Parliament and their respective staff, and other officers of the Parliament.

a. Public Information, Publication, and Media Relation Division

The Public Information, Publication, and Media Relations Division (PIPMRD) shall be responsible for all matters relating to the legislative publications, particularly the Records and Journals of the Bangsamoro Parliament. It shall also be responsible for planning, programming, and coordinating the activities that will most effectively collect information about what is happening in the Parliament and sharing this information with different media outfits and platforms.

It shall develop and implement public information and advocacy programs suited to the requirements of the Parliament and its stakeholders; prepare and disseminate Parliament publications and other information-related services.

b. Legislative Reference Division

The Legislative Reference Division (LRD) is responsible for all activities relating to the library and archival services. It is responsible for the selection, acquisition

and compilation of reference materials relevant to legislation. It organizes and maintains various library collections and service facilities to strengthen information and reference services in the Parliament. It is mandated to organize, preserve, maintain, secure and make available for reference and research the legislative records and historical records of the Bangsamoro Parliament.

c. Translation and Interpretation Division

The Translation and Interpretation Division (TID) shall ensure that the Bangsamoro Autonomy Acts and other legislative measures are available in all the official languages in the Bangsamoro region, thus enabling Parliament to meet its commitment to its policy of multilingualism. It shall also be responsible for the linguistic, technical and logistical support for the organization of plenary sessions, parliamentary hearings, meetings and public consultations. It shall also provide interpretation services in committee and delegation meetings from and into the official languages used and requested by the Members.

F. PLENARY AND COMMITTEE AFFAIRS DEPARTMENT

The Plenary and Committee Affairs Department (PCAD) is composed of three service offices designated as Plenary Support Services, Statutory Committees Support Services and Parliamentary Committees Support Services. The PCAD shall oversee the effective and efficient delivery of substantive and timely support services to the Bangsamoro Parliament Committee Systems. It shall also provide forefront technical and administrative support services to all standing Committees as well as to the ad hoc and special Committees created by the Parliament.

Further, the PCAD shall direct the overall operations of the Plenary Division, Bills and Index Division and Journal Division. Its scope of operations generally revolves around the daily activities of the Parliament when it is in plenary session.

A. Plenary Support Services

The Plenary Support Services (PSS) shall have three divisions under it — the Plenary Affairs Division, Bills and Index Division and Journal Division. The PSS

shall oversee the smooth operations of plenary sessions, and shall be tasked with maintaining a transparent and accurate record of events during session and assist the members of the Parliament in the real-time recording of sessions proceedings, tracking, and updating of all legislative measures, speeches, and all matters taken during plenary session.

a. Plenary Affairs Division

The Plenary Affairs Division (PAD) shall provide technical and administrative assistance to the Parliament during its plenary sessions. It shall ensure the smooth operations during plenary sessions, including provision of logistical support. Pre-session activities of the division include preparation, encoding, and printing of plenary session agenda; and preparation of plenary session material. During the plenary sessions, staff on duty shall document session proceedings and distribute the bills, resolutions, and other documents in the agenda to the Members of Parliament. Post-session includes submission of approved bills and resolutions to pertinent signatories; editing and printing of bills and resolutions; and editing and printing of verbatim record of session proceedings.

b. Bills and Index Division

The Bills and Index Division (BID) is the office where the bills and resolutions are filed. It shall be responsible for the calendaring and preparation of the legislative agenda, the encoding of filed bills and resolutions into its proper format prior to First Reading, the referral of bills to its appropriate committees, the distribution of copies to individual members of the Parliament and other concerned Parliament officers, the indexing of and monitoring of every bill filed, the engrossment of amendments of bills and resolutions down to the preparation of Third Reading copies and enrolled bills for signature.

c. Journal Division

The Journal Division (JD) shall provide administrative assistance to the Parliament during its plenary sessions. This assistance includes the recording of what transpired at the plenary setting such as the receipt and calendaring of proposed bill, resolution, and other legislative measures filed by the Members of Parliament for consideration, and the privilege speeches delivered. Inherent thereto is the manual amendments/substitution/consolidation of proposed bill, resolution, and other legislative measure during deliberation, and the encoding

of its final version duly adopted by the Parliament. It shall keep and maintain records of proposed and/or approved bills and resolutions and such other legislative documents filed and submitted to the division for record and custody. It shall also ensure the availability of said documents for distribution to the Members of Parliament or their authorized staff during plenary session or at anytime as may be requested.

B. Statutory Committees Support Services

The Statutory Committee Support Services (SCSS) is consist of three divisions clustered as (a) Social Affairs Division, (b) Economic Affairs Division, and (c) Governance and Infrastructure Division. It provides technical, procedural, administrative, research and analytical support to the Bangsamoro Parliament's statutory committees. This includes providing information or advice about committee processes and activities to members of the public and assisting with public consultations. It assists with the collection of evidence, undertake research and analysis, prepare briefing notes and draft committee reports. It also maintains committee files and organizes committee meetings and public consultation processes.

a. Social Affairs Division

The Social Affairs Division (SAD) works to promote the Bangsamoro Parliament's agenda on social services; health; basic, higher and technical education; and human settlements and development. It shall provide technical and administrative support to Statutory Committees exercising jurisdiction over all matters relating to the following:

1. Delivery of basic social services and social development;
2. Public health and hygiene, medical, hospital and quarantine services and facilities for the promotion of health services and awareness to the public;
3. Education, schools, universities, colleges, madaris, welfare of teachers and students, and alternative learning system including special, non-formal and technical education and trainings; and
4. Urban and rural planning and development, housing and shelter service delivery, resettlements, and other related activities.

b. Economic Affairs Division

The Economic Affairs Division (EAD) shall provide technical and administrative support to the Statutory Committees exercising jurisdiction on the economic development planning and programs which includes policies and strategies, and economic and socio-economic studies related to:

1. Finance and Budget Management
2. Trade, Industry and Tourism
3. Labor and Employment
4. Environment and Natural Resources and Energy
5. Science and Technology; and
6. Agriculture, Fisheries and Agrarian Reform

c. Governance and Infrastructure Division

The Governance and Infrastructure Division (GID) provides services to the Statutory Committees engaged in developing and improving infrastructure facilities to increase economic opportunities and to reduce vulnerability to armed conflict, poverty, and natural hazards and enhancing accountability in local government units while strengthening their capacities to deliver services. It shall provide technical and administrative support to the Statutory Committees exercising jurisdiction over all matters relating to the following:

1. Local administration and local government units within the BARMM;
2. Implementation of the provisions of the indigenous people's rights;
3. Peace and order;
4. Land, sea, and air transportations operations and services; and
5. Planning, construction, maintenance, improvement and repair of public infrastructures

C. Parliamentary Committees Support Services

The Parliamentary Committees Support Services (PCSS) consists of two divisions clustered as (a) Rules, Ethics, and Accountabilities Division and (b) Revenues, Audit, and Legislation Division. It provides procedural, administrative, research and analytical support to the Parliamentary

Committees. This includes providing information or advice about committee processes and activities to the Members of Parliament and assisting with public consultations. It provides assistance in the collection of evidence, undertakes research and analysis, prepares briefing notes and drafts committee reports. It also maintains committee files and organizes committee meetings and public consultation processes.

a. Rules, Ethics, and Accountabilities Division

The Rules, Ethics, and Accountabilities Division (READ) shall provide technical and administrative support to the Parliamentary Committees exercising jurisdiction over all matters relating to the following:

1. Parliamentary procedures and practices of the BTA, the calendar, order and manner of conducting business, and the creation of parliamentary and creation of special committees;
2. Duties, conduct, rights, privileges, immunities, integrity, and reputation of the Parliament and its Members; and
3. Investigation of malfeasance, misfeasance and nonfeasance in office committed by the officers and employees of the Bangsamoro Government, the local government units and other instrumentalities thereof.

b. Revenues, Audit and Legislation Division

The Revenues, Audit and Legislation Division (RALD) shall provide technical and administrative support to the Parliamentary Committees exercising jurisdiction over all matters relating to:

1. Income, revenues and internal auditing of the funds for all the expenditures and activities of the Parliament and the other ministries, agencies and offices of the Bangsamoro Government, including the examination and scrutiny thereof;
2. Fiscal, monetary and financial affairs of the Bangsamoro Government; and
3. Proposed amendments and revisions to the Bangsamoro Organic Law, including proposal to amend or revise Bangsamoro Autonomy Acts, Bangsamoro Parliament Rules or any provision thereof.

G. POLICY RESEARCH AND LEGAL SERVICES

The Policy Research and Legal Affairs Services (PRLAS) shall provide support to the Parliament and its members through proactive research, objective policy analysis and advocacy of sound socio-economic, fiscal and institutional reforms, as well as in all legal matters arising in the Bangsamoro Parliament. It shall conduct socio-economic policy and budget research and provide informational foundations for legislation and oversight and assist in the formulation of the legislative agenda of the Parliament.

It shall also provide legal services, including the investigation and review of administrative cases of Members, officers and personnel of the Parliament, render legal opinions on matters of local and national concern, assist the standing committees with their legislative work and represent the BTA Parliament in courts and quasi-judicial agencies.

A. Legislative Research Division

The Legislative Research Division (LRD) conducts researches and studies on major legislation, policy issues and other specific legislative concerns of the BTA. This service prepares opinions, analyses, briefing papers and other forms of technical research assistance in response to queries or requests from the Members of the Parliament, their staff and other offices in the BTA. It shall carry out necessary research and survey activities on BTA's areas of concern for administrative programs and policies, and shall create reports for evaluation.

B. Legislative Measures and Legal Assistance Division

The Legislative Measures and Legal Assistance Division (LMLAD) shall draft legislative measures such as cabinet bills and resolutions upon request, or review such legislative measures before they are presented to the plenary and before the same are released for publication and circulation. It shall also provide technical assistance to any member of the committees in the preparation of proposed amendments, substitute or consolidated bills.

Upon request by any member of the Parliament, the LMLAD shall also provide ancillary materials such as more-detailed written explanations of bills, summaries of changes made thereto by the committee, matrices comparing the

provisions of bills, explanations pertaining to Bangsamoro Autonomy Acts and legislative histories of issues or bills.

H. OFFICE OF THE PARLIAMENT SPEAKER

DIVISIONS UNDER THE DIRECT SUPERVISION OF THE SPEAKER

a. Internal Audit Division

The Internal Audit Division (IAD) shall advise the Parliament Speaker on matters relating to management control and operations audit. It shall be tasked to conduct management and operations performance audit of Parliament's activities and its offices, and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/processes and contractual obligations. It shall also review and appraise systems and procedures/processes, assets management practices, financial and management records, reports and performance standards of the offices/units in the Parliament.

b. Management Information System Division

The Management Information System Division (MISD) shall develop, update, maintain and implement a Bangsamoro Parliament Information Systems Strategic Plan (ISSP), in coordination with the Parliament's departments/divisions/offices concerned. It shall assist the Parliament in the pursuit of efficient, effective and transparent governance through the proper management of Parliament information and communications technology (ICT) systems and enhance and maintain internal administrative systems and facilities of the Parliament to improve employee's efficiency and productivity. It shall also maintain a secured and highly available Parliament portal to maximize efficiency and provide rapid, high-quality service to the constituents of the Bangsamoro region and provide the public easy access to reliable information.

c. Planning Division

The Planning Division (PD) shall prepare annual work and financial plan and a quarterly, semestral and annual report of the Parliament. It shall provide technical assistance to other departments and offices on target setting and

report preparation and conduct performance monitoring of all units, offices and departments in the Parliament.

d. Protocol and Decorum Division

The Protocol and Decorum Division is the office in charge of organizing the preliminaries for official visits, ceremonies, functions, and special occasions which involve the Office of the Chief Minister, the Office of the Parliament Speaker, and all the other Parliament divisions and subdivisions, in strict observance of the order of precedence, proper decorum and diplomatic guest relations procedures.

a. Administrative Unit

The Administrative Unit (AU) manages and maintains the day-to-day administrative functions and official businesses for the Office of the Parliament Speaker. It shall provide the essential support to the Parliament Speaker and shall act as the main point of contact for his/her subordinate staff and personnel in terms of official correspondence and delivery of service.

b. Legislative Unit

The Legislative Unit (LU) carries out the main legislative functions for the Office of the Parliament Speaker which are, but not limited to, drafting of parliamentary resolutions, bills, directives, memoranda, and is responsible for the maintenance of all the fundamental parliamentary legislative files. It shall also, as directed by the Parliament Speaker, perform all other necessary legislative tasks.

c. Political Affairs Unit

The Political Affairs Unit (PAU) monitors and attends to all local and international political concerns and conditions that are relevant to the effective and efficient discharge of political functions and activities of the Office of the Parliament Speaker. It shall establish the requisite diplomatic relations with the Office of the Chief Minister, Offices of the BTA Parliament Members, BTA Ministries, other BTA offices, and non-government offices and agencies to stay abreast of current political developments particularly in the Bangsamoro Region.

I. OFFICE OF THE DEPUTY SPEAKER

The Office of the Deputy Speaker (ODS) shall provide the Speaker the essential assistance in the discharge of his/her apportioned duties and functions, perform the speaker's role whenever the latter is absent, recommend appropriate policies and programs of action to improve the process of legislation and the quality of legislative measures to the Speaker, and shall serve and fulfill all other designated tasks and functions as may be assigned by the Speaker. (*In reference to Section 5 Rule IV in the BTA Parliamentary rules, procedures, and practices*)

J. OFFICE OF THE MAJORITY FLOOR LEADER

The Office of the Majority Floor Leader oversees the Majority members' legislative concerns in the BTA Parliament, announces the Parliamentary Order of Business, and maintains a list of speakers during plenary deliberations and debates. As the Chairperson of the Committee on Rules, the Majority Floor Leader helps formulate, promote, negotiate and defend the majority's legislative program, particularly on the floor. The Speaker or any Presiding Officer gives the Majority leader priority in obtaining the floor.

K. OFFICE OF THE MINORITY FLOOR LEADER

The Office of the Minority Floor Leader acts as the spokesperson for the Minority and enunciates its policies. It oversees the legislative concerns of the Minority members in the Bangsamoro Parliament. It also facilitates and manages the business and activities of the Minority which include, but not limited to, position development, caucuses and negotiations with the Majority members.

The Minority Floor Leader shall act as one of the Deputy Chairpersons of the Committee on Rules.

L. OFFICE OF THE DEPUTY MAJORITY FLOOR LEADER

The Office of the Deputy Majority Floor Leader attends to the needs of the majority members of the Parliament and assists him/her on the floor and in the formulation of policy development. It shall also develop the majority caucus agenda, generally communicate the majority's position, and as directed by the Parliament Speaker, shall perform all other necessary work responsibilities.

M. OFFICE OF THE DEPUTY MINORITY FLOOR LEADER

The Office of the Deputy Minority Floor Leader attends to the needs of the minority Members of Parliament and assists the minority leader on the floor and on the formulation of policy development. It shall ensure attendance of minority party members, and at the command or request of the Parliament Speaker, shall perform all other necessary work responsibilities.

N. OFFICE OF THE BANGSAMORO TRANSITION AUTHORITY MEMBERS

The Offices of the Members of Parliament shall prepare, introduce and work for the passage of legislative measures to effectively address the social, political and economic needs and concerns in the Bangsamoro region. They shall serve as representatives of the people, and have wide-ranging responsibilities, which include work in the Parliament, committees, their constituencies and parties. They shall scrutinize the work of the government, attend plenary sessions, committee hearings and meetings, and shall actively participate in the debate and deliberation of legislative measures.