

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

National Commission on Muslim Filipinos

Operations Manual

Trabaho ko, 'badah ko.


YASMIN BUSRAN-LAO
Secretary

Foreword

Assalamu alaikum..

This Operations Manual is designed to provide relevant information on and ready access to policies, procedures and resources pertaining to the mandate, powers, functions, programs, projects, activities and thrusts of the National Commission on Muslim Filipinos (NCMF), pursuant to R.A. No. 9997, its enabling law.

It is handy guide for its officials, employees, clientele and other stakeholders in understanding and appreciating the objectives of its Charter, vis-à-vis the enhancement of socio-economic, cultural, educational and other fields of government in Muslim communities, Albeit limited, it also touches on the effort of government in improving and strengthening the country's program linkages with other countries, more particularly the Muslim countries and members of the Organization of Islamic Cooperation (OIC) and its affiliated organization

As presented, the Commission's policies and procedures governing its day to day operations are highlighted to enhance better grasp and appreciation thereof. Basically it provides modest guide in defining the relationship between its main office and its regional offices and other operating units. Hopefully, it facilitates efficient and effective coordination among its component offices and concerned government agencies.

This Manual may be revised, as necessary to make it more responsive to the needs of the Commission's stakeholders. Where appropriate, this Manual is made more dynamic to accommodate worthy refinements and improvements.

Quezon City, December 2015.


YASMIN BUSRAN-LAO
Secretary

Introduction

The National Commission on Muslim Filipinos (NCMF) was created by the government in recognition of the importance of addressing the needs of the Muslim Filipino communities.

In consultation with the different Bureaus and Regional Offices of the NCMF this Manual presents the Commission's policies and procedures which shall serve as reference for NCMF officials and employees in the conduct of day to day operations as well as reference for Muslim Filipino communities and the general public as well. It shall be the guide that will coordinate the activities of the main office and regional offices by providing pertinent information in the execution of the Commission's mandated functions.

All provisions outlined in this Manual are made consistent with the Commission's mission to promote the well-being of Muslim Filipinos and strengthen Islamic Institutions towards National Unity.

Any proposal to amend these policies and procedures shall be subject to approval of the Executive Board and the Committee created for the purpose.

All officials and employees of the NCMF are required to read the contents of this Manual to facilitate smooth working relations and operations. Ignorance shall not be an excuse for any violation of the policies that will be committed.

The Manual shall be published in the NCMF website at www.ncmf.gov.ph for the information of the Muslim Filipino communities and the general public.

Definition of Terms & Acronyms

The following terms or words and phrases shall mean or be understood as follows:

- a) *Amirul Hajj* – refers to one who heads the Muslim Filipino pilgrimage delegation to Mecca, Saudi Arabia who, by law, shall be the head of the Commission. Ideally, the head of delegation shall be knowledgeable on hajj rituals and with established administrative and managerial skills.
- b) *Ancestral Lands* – refers to land, subject to property rights within the ancestral domains already existing and/or vested upon effectivity of the Act, occupied, possessed and utilized by individuals, families and clans who are members of Muslim Filipino communities since time immemorial, by themselves or through their predecessors-in-interest, under claims of individual or traditional group ownership continuously, to the present except when interrupted by war, force majeure or displacement by force, deceit, stealth, or as a consequence of government projects, and other voluntary dealings entered into by government and private individuals/corporations, including, but not limited to, residential lots, rice terraces or paddies, private forests, swidden farms and tree lots.
- c) *AS* – refers to Administrative Services
- d) *Awqaf (Plural of Waqf)* – is an Arabic word, meaning assets that are donated, bequeathed, or purchased for the purpose of being held in perpetual trust for general or specific charitable causes that are socially beneficial.
- e) *Balik Islam* – refers to a person who reverts to Islam and continues to adhere to its tenets and principles.
- f) *BER* – refers to the Bureau of External Relations
- g) *BLA* – refers to the Bureau of Legal Affairs
- h) *BMCA* – refers to the Bureau of Muslim Cultural Affairs
- i) *BMEA* – refers to the Bureau of Muslim Economic Affairs
- j) *BMS* – refers to the Bureau of Muslim Settlements
- k) *BPCR* – refers to the Bureau of Peace & Conflict Resolution
- l) *BPE* – refers to the Bureau of Pilgrimage and Endowment
- m) *Commissioner* - refers to the NCMF Commissioner

- n) *Council* – refers to the Council of Advisers which the Commission may create, pursuant to paragraph 3, Section 5 of Article II of RA 9997, to be composed of cultural, religious, traditional and tribal leaders.
- o) *FMS* – refers to the Financial and Management Services
- p) *Halal* – is an Arabic word meaning permissible and refers to food and non-food products that are lawful for consumption, including banking, finance and other transactions according to Shari’ah law.
- q) *Hajj* – refers to the annual pilgrimage to Mecca, Kingdom of Saudi Arabia, and is one of the five (5) pillars of Islam.
- r) *HEA* – refers to the Head Executive Assistant
- s) *Madaris* – the plural form for Madrasah.
- t) *MIDP* - refers to Muslim Internally Displaced Persons
- u) *MISF* - refers to Muslim Informal Settler Families
- v) *Muslim* – refers to a person who professes Islam as his/her religion and observes the tenets and principles of Islam.
- w) *Muslim Filipinos* – refer to the Muslim population of the Philippines, regardless of ethno-linguistic groupings and tribal affiliations.
- x) *Muslim Filipino Communities* – refer to groups of Muslim Filipinos living in the same recognized geographic location.
- y) *Muslim Filipino Tribes/Ethno-linguistic groups* – refer to the groups comprising the Muslims in the Philippines, namely, but not limited to, the following: Maguindanaons, Maranaos, Tausugs, Yakans, Sama, Iranons, Kalagans, and Jama Mapuns.
- z) *NCMF* – refers to the National Commission on Muslim Filipinos.
- aa) *Non-Government Organizations (NGOs)* - refers to duly registered non-stock, non-profit organizations focusing on the upliftment of the basic or disadvantaged sectors of society by providing advocacy, training, community organizing, research, access to resources and other similar activities, as understood under Philippine context.
- bb) *OED* – refers to the Office of the Executive Director
- cc) *ODED* – refers to the Office of the Deputy Executive Director
- dd) *OS* – refers to the Office of the Secretary
- ee) *People’s Organization (PO)* – refers to a self-help group belonging to the basic sectors and/or disadvantaged groups, composed of members having a common

bond of interest, who voluntarily join together to achieve a lawful common social or economic end.

- ff) *PS* – refers to the Planning Services
- gg) *Manual* – refers to this Operations Manual
- hh) *Madrasah (singular of Madaris)* – refers to an institution for the study of Islamic education, such as, Theology, Arabic Language and religious law.
- ii) *Mutawiff* – comes from the Arabic word *Tawaf*, which refers to a group, establishment of company in Saudi Arabia that provides services for inland transportation, food, housing and other related services to the Hujjaj or pilgrims during their legitimate stay in Saudi Arabia during the Hajj and/or Umrah seasons.
- jj) *Mutawiff fees* – refers to fees or charges paid (by the pilgrims) to a group or establishments in Saudi Arabia that provides services for inland transportation, food, housing and other related services to the *Hujjaj* or pilgrims during their legitimate stay in Saudi Arabia during the *Hajj* and/or *Umrah* seasons.
- kk) *Muslim Settlement* - refers to an area duly proclaimed and/or declared as such in accordance with the prescribed procedures adopted by the government and where a significant number of Muslim families live together as a community.
- ll) *Shari'ah* – refers to the sum total of Islamic Laws which were revealed to Prophet Mohammad (PBUH) and which are recorded in the Quran as well as deducible from the Prophet's divinely – guided life style.
- mm) *Sheikh* – refers to a person knowledgeable on Hajj rites who leads, guides and provides appropriate *Hajj* related services to the *Jamaa* or *Hujjaj* (pilgrims) under him from the time they leave home for Saudi Arabia until their return.
- nn) *Ulama* – refers to a group of Islamic scholars who have jurisdiction over legal and social matters for the people of Islam.
- oo) *Umrah Hajj* – is a pilgrimage to Mecca, Saudi Arabia that can be undertaken at any time of the year.
- pp) *Zakat* – refers to a definite portion of wealth and assets which is given to those who are less fortunate.

The Commission

The National Commission on Muslim Filipinos (NCMF) is mandated to preserve and develop the culture, tradition, institutions, and well-being of Muslim Filipinos, in conformity with the country's laws and in consonance with national unity and development, was created by virtue of Republic Act No. 9997 otherwise known as the "National Commission on Muslim Filipinos Act of 2009". The said Act was signed into law on February 18, 2010.

A. Functions

- a. Provide advice and assistance to the President in the formulation, coordination, implementation and monitoring of policies, plans, programs and projects affecting Muslim Filipino communities;
- b. Undertake and coordinate development programs and projects for the advancement of Muslim Filipino communities, including designing, implementing and maintaining settlements for Muslim Filipino communities.
- c. Act as the primary government agency through which Muslim Filipinos can seek government assistance and redress; serve as the medium through which such assistance may be extended to Muslim Filipinos; for this purpose, the Commission is hereby authorized, subject to existing auditing rules and regulations, to give grants-in-aid out of its appropriations or other appropriate funds to cooperating government agencies for such programs or projects for the development of Muslim Filipino communities
- d. Participate in the peace process involving conflicts between Filipino Muslim groups and/or individuals and the government in cooperation with appropriate agencies, individuals and institutions. Pursuant hereto) the Commission's Secretary or his/her duly designated representative shall sit as a regular member of the government's peace panel negotiating peace with the Muslim Filipino groups or individuals;
- e. Enter, subject to existing laws, policies and guidelines, into contracts, agreements or arrangements with government or private agencies/entities as may be necessary to attain the objectives of the Commission;
- f. In accordance with existing laws, rules and regulations and subject to guidelines provided by the Office of the President, promote and enhance the development

of domestic trade and commerce among the members of the Muslim Filipino communities;

- g. Promote and develop the Philippine Halal Industry and accredit halal-certifying entities/bodies for the utmost benefit of Muslim Filipinos and in partnership or cooperation with appropriate agencies, individuals and institutions here and abroad;
- h. Develop criteria for allocating additional resources for education, economic and cultural development programs;
- i. Monitor and evaluate the performance of all existing policies and development programs of the government that seek to strengthen and uplift the socioeconomic conditions of Muslim Filipinos and identify areas that need government intervention and support;
- j. Acquire, lease or own property or assets in whatever form as ,may be necessary, and sell or otherwise dispose of the same, and serve as the custodian or administrator of such lands or areas and other properties or assets the President may reserve for the benefit of Muslim Filipino communities;
- k. Solicit and accept grants, donations and gifts, in cash or in kind;
- l. Undertake studies, establish and maintain ethnographic research centers and museums on the cultures and institutions of Muslim Filipinos for policy formulation and program implementation and for the purpose of preserving their historical heritage;
- m. Certify, whenever appropriate, membership of persons in Muslim Filipino communities for purposes of establishing qualifications for specific requirements of government and private agencies or for benefits as may be provided by law;
- n. Provide legal and technical services for the survey, adjudication, titling, and development of Muslim Filipino ancestral lands and settlements proclaimed by the government for the Muslim Filipinos;
- o. Assist the National Statistics Office (NSO) in conducting census on the actual population of Muslim Filipinos in the country;
- p. Administer all programs, projects and activities, formulate the necessary rules and regulations, and coordinate with pertinent offices to ensure the success of the annual Hajj (pilgrimage) to Mecca, Kingdom of Saudi Arabia;

- q. Promote the development of a Hajj Assistance Fund that shall be created from contributions of Muslim Filipinos and other donors which shall be used to support the financial needs of deserving Muslim Filipinos intending to participate in the annual Hajj;
- r. Administer and hold in trust awqaf (endowment) properties and/or awqaf institutions, and receive by way of grant, donations or gifts, awqaf investments in accordance with the principles of Islamic investments and finance;
- s. Prescribe rules and regulations for the establishment of awqaf institutions, administration of awqaf assets, and settlement of disputes among awqaf beneficiaries pursuant to the general principles of Shari'ah (Islamic Law);
- t. Formulate and adopt continuing programs and activities to strengthen Madaris (plural of Madrasah) schools; Islamic Studies, and Shari'ah and Islamic jurisprudence, in coordination with appropriate agencies of the government;
- u. Promote and supervise, in coordination with appropriate agencies of the government, the implementation of the Madrasah education system throughout the country except in the Autonomous Region Muslim Mindanao (ARMM);
- v. Ensure that the curriculum of the Madrasah education system shall conform with the basic curriculum of the national formal education system;
- w. Develop criteria for the grant of local and foreign scholarships and the selection of deserving students and, teachers of Madrasah and other educational institutions; and
- x. Provide and/or facilitate access to local and foreign scholarships to deserving Muslim Filipinos in coordination with formal educational institutions here and abroad.

B. Vision Statement

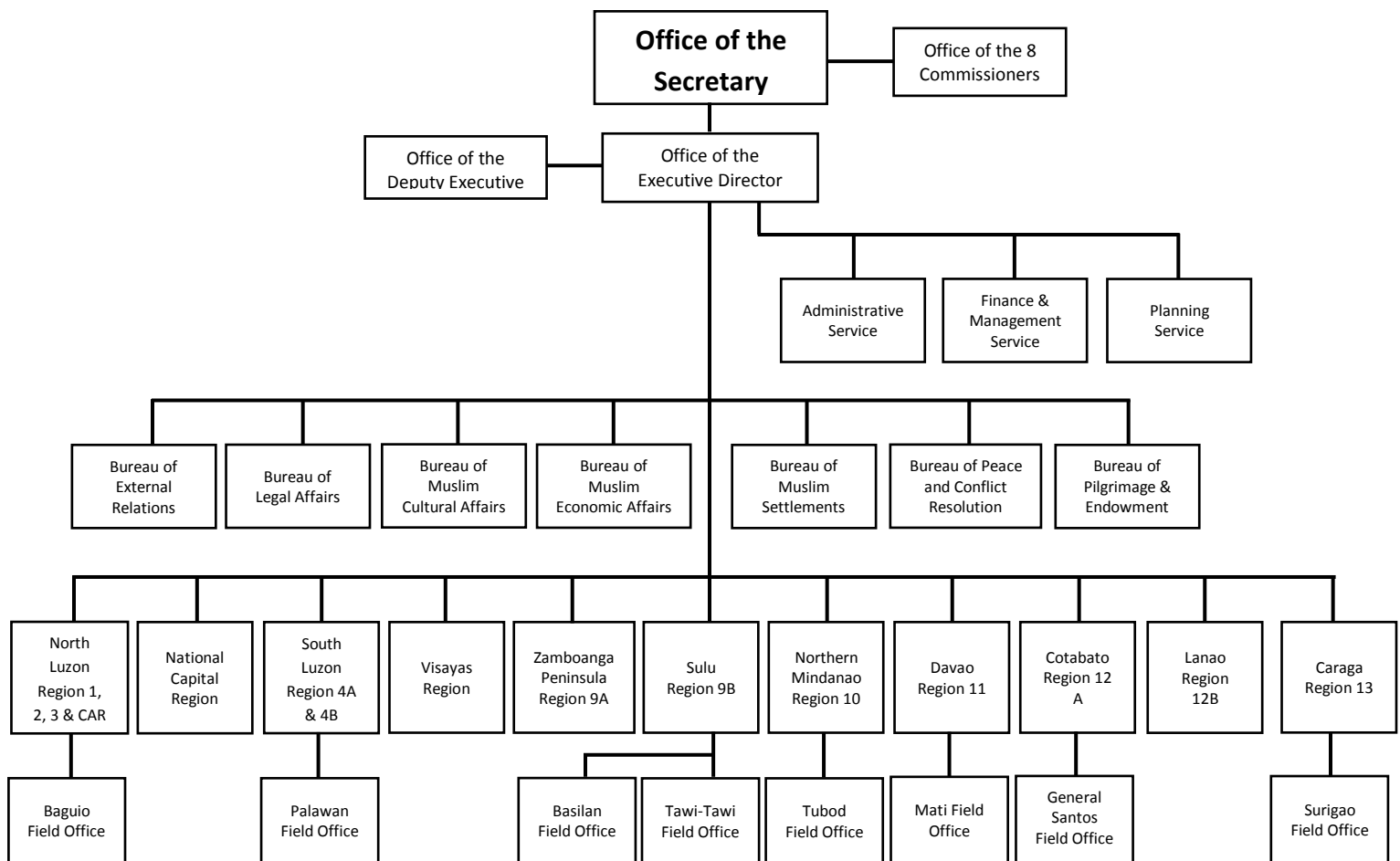
Progressive, caring and peaceful Muslim Filipino Communities living harmoniously with all stakeholders.

C. Mission Statement

The National Commission on Muslim Filipinos is committed to promote the well-being of Muslim Filipinos and strengthen Islamic Institutions towards National Unity.

Organizational Structure of the Commission

The Commission shall be composed of the offices of the Secretary, the Commissioners, the Executive Director and the Deputy Executive Director and their immediate staff, the Bureaus, Services, Regional Offices, Field Offices and Sub-Offices.



The NCMF has a total of 924 plantilla positions including eight (8) Commissioners, seven (7) Bureau Directors, three (3) Staff Directors, eleven (11) Regional Directors and eight (8) Field Officers.

Powers, Duties and Functions of the Secretary

The Secretary is the Chief Executive Officer and the Presiding Officer of the Commission and shall have the following powers, duties and functions:

1. Exercise administrative supervision over the Commissioners;
2. Exercise administrative supervision and control over all the personnel; except the Commissioners, and the properties of the Commission;
3. Sit as a regular member of the Government's peace panel negotiating or talking with the Moro and/or Muslim rebel groups. If appropriate, the Secretary may delegate subordinate officials to represent the Commission;
4. Act as the Amirul Hajj and the Head of Filipino pilgrimage delegation to the annual pilgrimage to Mecca, K.S.A.; and
5. Perform such other duties as may be assigned to the Commission by the President.

Powers, Duties and Functions of the Commissioners

The Commissioners shall assist the Secretary in the performance of the mandate and thrust of the Commission. The Secretary may assign or delegate appropriate responsibilities to any of the Commissioners; provided, the exercise of such responsibility shall not prejudice or jeopardize the mandate of concerned Bureaus, Regional Offices, Services and other operating units. In no case shall the Commissioners appoint representatives to act on their behalf during en banc meetings of the Commission.

Powers, Duties and Functions of the Executive Director

The Executive Director shall assist the Secretary in the performance of his/her functions and shall serve as the technical arm of the Commission. He or she shall have the following functions:

1. Execute the policies and programs of the Commission and shall be responsible for the efficient and effective day-to-day management of the operations of the Commission; and
2. Perform such other duties and functions as may be lawfully delegated or assigned by the Secretary,

Bureau of Muslim Settlements

The Bureau of Muslim Settlements (BMS) shall be responsible for the promotion and development of Muslim Filipinos settlements in coordination with concerned agencies of the government, including coordination for relief assistance therefore, conduct studies and researches thereon, the monitoring of activities therein as well as the introduction of support programs for the benefit of the Muslim Communities which include the following:

- Maintaining copies and records of settlement proclamations;
- Actual physical inventory and determined current status of identified proclaimed settlement areas;
- Plotting of proclaimed, emerging and un-proclaimed settlement areas;
- Actual physical inventory and determine current status of identified proclaimed settlement areas
- Profiling of Muslim communities nationwide;
- Provision of housing project/s for Muslim communities nationwide;
- Relocation and rehabilitation of urban informal settlers and assistance on Land Title documentation; and
- Establishment and maintenance of Muslim Assistance and Disaster Response Centers (MADRC).

The Bureau coordinates activities with government agencies such as the Philippine Statistics Authority (PSA), Local Register of Deeds Offices, Land Registration Authority (LRA) and National Housing Authority (NHA), Department of Interior and Local Government (DILG), National Disaster Risk Reduction Management Council (NDRRMC), Department of Social Welfare and Development (DSWD), other concerned government agencies and instrumentalities.

Organizational Structure

The Bureau of Muslim Settlements has two (2) divisions:

A) MUSLIM SETTLEMENT DIVISION (SD)

- a) Undertake and coordinate development programs and projects including designing, implementing and maintaining settlements for the advancement of

Muslim Filipinos communities especially the homeless and displaced Muslim families;

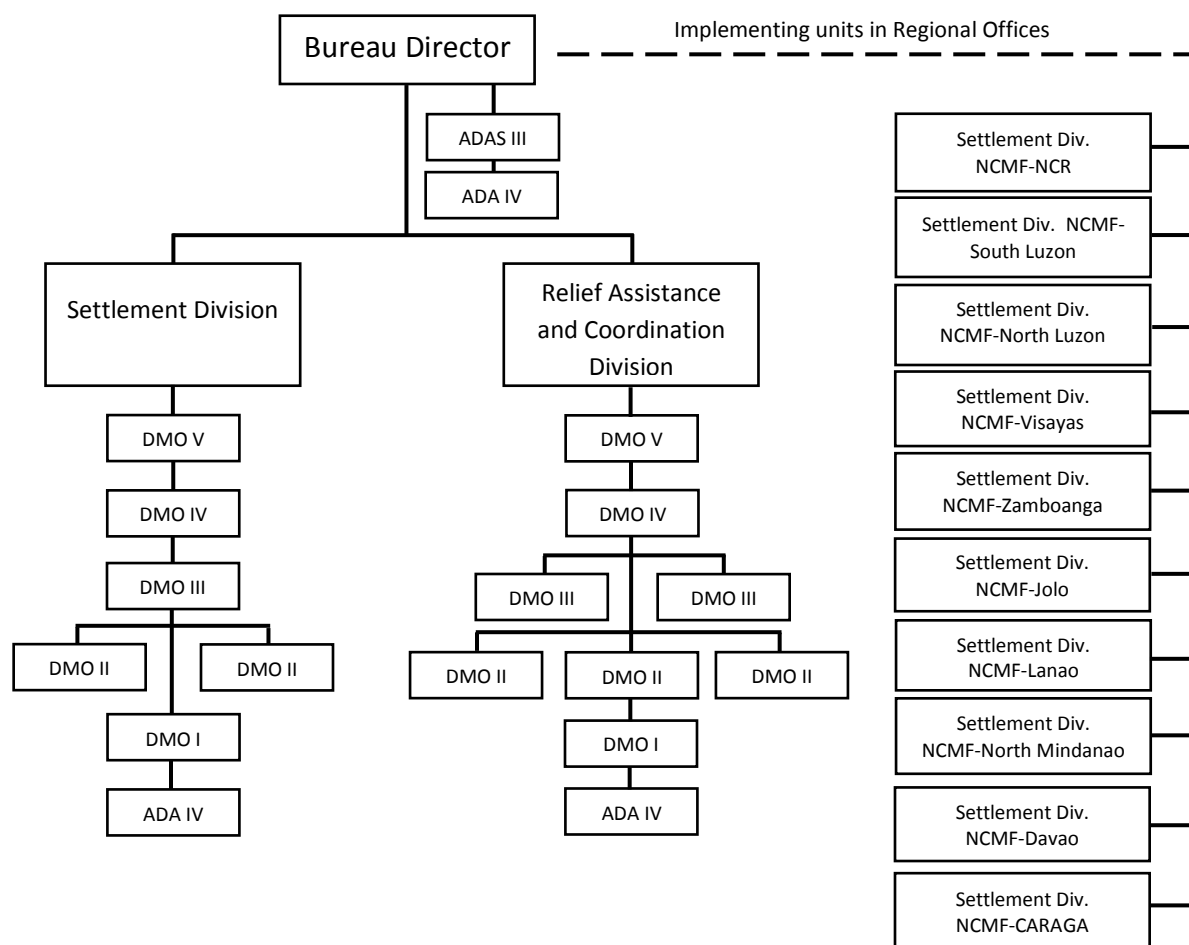
- b) Provide assistance on legal and technical services for the survey, adjudication, titling and development of Muslim Filipino ancestral lands and settlements proclaimed by the government for the Muslim Filipinos;
- c) Assist the Philippine Statistics Authority (PSA) in conducting census on the actual population of Muslim Filipinos nationwide; and
- d) Assist in the relocation of Muslim Informal Settler Families in urban areas especially living in the waterways and 3 meters danger zone.

How to Avail of the Informal Settler Families (ISF) Program					
Step	Applicant/ Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Forms
1	Peoples Organization identified by NCMF, LGUs, to be recommended to DILG/NHA	Settlement Division	3 weeks	BMS staff	Request Form
2	Submit the required documents to the NCMF-BMS : <ul style="list-style-type: none"> ▪ List of identified informal settler families ▪ Photo Documentation ▪ Barangay Certification 	Settlement Division	1-2 weeks	BMS staff	Follow up slip
3	BMS will facilitate the People's Organization to identify a Developer/Contractor, Accredited Mobilizer and land owner for the relocation site	Settlement Division	1 week	BMS staff	
4	BMS together with the People's Organization and the Mobilizer will conduct an ocular survey to the possible relocation site	Settlement Division	2 days	BMS staff	
5	BMS will recommend the Peoples Plan as soon as the documents are completed and submit to the Office of the Secretary for Approval	Settlement Division	1 week	Chief of Division	None
6	BMS will recommend for the presentation of the People's Plan by the	Settlement Division	1 week		Copy of Peoples

	People's Organization together with the Mobilizer				plan
7	Upon the receipt of the completed document a follow up call slip will be given to the Applicant/ Client	Settlement Division	1 week	Focal Person for Admin Matters	

B) **RELIEF ASSISTANCE COORDINATION DIVISION (RACD)** mandated to extend relief/medical assistance with emphasis on providing support to Muslim communities affected by natural and manmade calamities/disaster and primarily in-charge to look into the general welfare and of Filipino Muslims during times of crisis and emergencies, relief operations and legal assistance for Muslim inmates, medical and dental mission and feeding activities.

Organizational Structure



The BMS is headed by a Bureau Director who is tasked with the following:

- Ensure unity among all levels of government and all elements of a community;
- Create and sustain broad and sincere relationships among individuals and organizations to encourage trust, advocate a team atmosphere, build consensus, and facilitate communication; and
- Synchronize activities of all relevant stakeholders to achieve a common purpose and flexibility in using creative and innovative approaches in solving disaster challenges.
- Serve as alter ego of the Secretary in all gatherings and meetings with various line agencies of the government whenever secretary is not available and his/her presence is inevitable.

Operational Programs and Projects

1. Relief Distribution
 2. Feeding Program
 3. Medical and Dental Mission
 4. Clean and Green Community
 5. Relocation and Settlement
 6. Identify and provide safe places for children, pregnant women and the elderly in case eventualities.
- Who may avail of the service – Muslim Communities that are affected and limited to the following calamities:
 1. Natural and man-made calamities
 2. Urban Muslim Informal settler families (MISF)
 3. Indigent Muslim Communities
 4. Muslim Internally Displaced Persons (MIDPs).

How to Avail of the Service					
Step	Applicant/ Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Forms
1	Peoples Organization that are accredited by NCMF, LGUs, DSWD or with SEC Registration	BMS Relief and Coordination Division and Settlement Division	5 minutes	Chief of Division	Request Form
2	Submit the Request for Relief Assistance addressed to the NCMF Secretary/BMS Director	BMS-Relief and Coordination Division and Settlement Division	1 day	Focal Person for Admin Matters	Follow up slip

	with the following attached documents: ▪ List of victims/family ▪ Photo Documentation ▪ Barangay Certification				
3	Upon the receipt of the Request for Relief Assistance, a follow up call slip will be given to the Applicant/ Client	BMS-Relief and Coordination Division and Settlement Division	10 minutes	Focal Person for Admin Matters	
4	BMS Staff will prepare a proposal as soon as the documents are completed and submit to the Office of the Secretary for Approval	BMS Relief and Coordination Division and Settlement Division	1 day	Chief of Division	None
5	Upon approval of the Office of the Secretary, BMS staff will prepare and notify the client for the schedule of the activity	BMS Relief and Coordination Division and Settlement Division	1 – 2 weeks	Chief of Division and other BMS staff that may be assigned by the Director	None
6	Actual Operation (Relief operation/ Feeding Program/Medical Mission)	BMS-Relief and Coordination Division and Settlement Division	1 day	BMS Staff	Attendance, Photo Documentation
7	The Client/ Applicant Representative may submit the list of beneficiaries	BMS-Relief and Coordination Division and Settlement Division	1 day	BMS Staff	Attendance
8	BMS staff will prepare an after activity Report for proper documentation and Liquidation purposes	BMS-Relief and Coordination Division and Settlement Division	1 day	Chief of Division	After Activity Report, Liquidation Report

DISASTER AND RELIEF OPERATIONS

The BMS Director is the overall team leader/manager of the Relief Disaster Operation, while the Regional Director in every respective region hit by disaster/calamity will act as Disaster Response Manager for his area of responsibility. He should alert the Chief of the Relief Assistance and Coordination Division to deploy his men in the field. All staff of the Bureau of Muslim Settlement and staff of the Settlement Division of the Regional Offices must be automatically members of the relief operation and they should be properly trained and ideally possessed the following qualifications:

- Relief workers should be willing to do the job and have patience, love, kindness, gentleness, and self-control.
- Relief workers must follow the directions of those in charge; simply obey his superior and the community leaders affected by the calamities.
- Relief workers must be flexible in every situation before and during their services.
- Relief workers should understand the individual differences of the victims; he should listen to them and show comfort, and possibly make them happy through actions and words.
- Relief workers must work as a team; he must be ready to help his co-workers if necessary, and refer any particular victim/s to others who has the skill and capability to the situation.

The Director of BMS is mandated to focus on the relief operations (in addition to Muslim Settlements) with emphasis on providing support to Muslim Communities during times of natural or man-made disasters. Its personnel under the Relief Assistance and Coordination Division are mandated to conduct and operate relief operations in the different Muslim Communities.

DISASTER RELIEF TRAINING AND DEVELOPMENT PROGRAM

Disaster situations are complex and the management and coordination of response activities are rarely unproblematic. Disaster management or emergency management is the discipline of avoiding and dealing with both natural and man-made disasters. It involves preparedness, response and recovery plans made in order to lessen the impact of disaster. Thus, preparedness training and planning must be done to reduce, control or mitigate the effects of emergency situation.

The course will provide students and participants with theoretical understanding of the need for management and coordination in complex and unpredictable disaster situations, as well as, the theoretical models and practical tools for effective management.

The objectives upon completion of the course/training, students and participants will be able to:

- Identify and discuss key components of and approaches to disaster management using a comprehensive theoretical framework;
- Explain and discuss practices in disaster response in relation to theories of leadership, decision-making, and disaster management system;

- Critically reflect upon the inter-relationship between disaster management and context (social, political, economic, environmental and demographic) in which the disaster response takes place;
- Critically analyze the inter-dependencies among humanitarian actors/stakeholders in disaster situations and relate them to effective coordination of disaster response; and
- Design, prioritize needs, and implement, in an interdisciplinary team environment, a disaster response plan.

The BMS must conduct yearly/annual trainings for the Bureau staff and personnel from the central office down to the regional offices. Volunteers from among NCMF employees, who are very much willing to serve anytime during disaster and relief operations, must also be invited to participate in the training. The following trainings/courses must be conducted:

- Planning for Disaster Preparedness
- Disaster Risk Reduction Management Training Course for NCMF Employees
- Disaster Management Course Training of Trainers
- Standard Disaster Management Training
- Basic Disaster Management Training
- Basic First-Aid Training
- Disaster Response Team Training
- Community-Based Disaster Risk Reduction Management Training
- Modular Training in Disaster Management
- Community Organizing Training

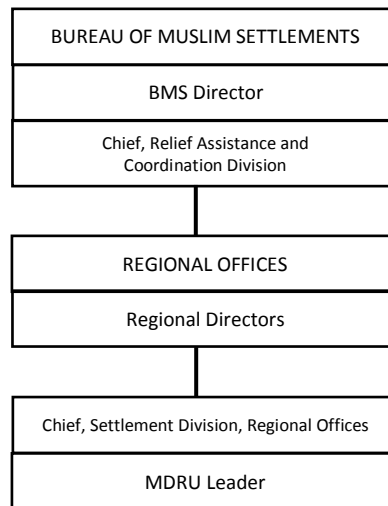
MUSLIM DISASTER RESPONSE PROGRAM

- (a) Creating Muslim Assistance and Disaster Response Center (MADRC) and Muslim Disaster Response Unit (MDRU)

The Bureau of Muslim Settlement with the approval of the NCMF Secretary and the Commissioners en banc shall create the MADRC to provide quick action, information and coordination to effectively address calamities and disasters.

Preparing for disasters before they happen, and responding quickly when they do is the program of the BMS Relief Assistance and Coordination Division (BMS-RACD). Quick response to disaster relief right after natural calamities vital to saving human lives and alleviation of corresponding damage in disaster areas are the utmost goal. The services of the BMS-RACD include relief operation, deployment of Disaster response team, organization of barangay disaster action team, and preposition of relief supplies. The MDRU will be created in all NCMF Regional Offices.

MRDC Organizational Chart



(b) MDRU Operational Activities

- The Regional Offices with the BMS-CO recommendation and NCMF Secretary's approval will create the MDRU in the respective regional offices.
- MDRU Desk will be established in the regional offices which are primarily responsible in monitoring, gathering information, and reporting disaster/calamities in their respective area of responsibility.
- Report to BMS-CO the occurrence of disaster/calamities in their respective area of responsibility.
- MDRU should survey and come out with a Master List of Muslim Communities/Areas affected and the names of its residents who are victims of calamities.
- Prepare and submit programs to effectively address and provide assistance to the victims of calamities.
- Coordinate with GOs and NGOs to provide emergency relief assistance to the victims of calamities.

(c) Composition of MDRU

- *Team Leader/Manager* has the overall ground control and oversees all aspects of the operation.
- *Disbursing Officer* is in-charge with the financial requirements and the purchase of relief goods.

- *Registration Personnel* must ensure that proper registration and documentation of beneficiaries are done.
- *Crowd Control Team* must ensure that the beneficiaries of the relief stay in order and follow distribution procedures.
- *Security Personnel/Marshall* must ensure the safety of both the relief personnel and the beneficiaries/victims.
- *First Aid Personnel* must provide medical/first aid assistance in case of emergency.
- *Relief Distribution Personnel* must distribute relief goods smoothly and fairly.
- *Documentation Team* must have proper documentation of any data gathered in relation to the disaster/calamity and must be certain before giving out information.

RELIEF OPERATION PHASE

A) Coordination with concerned partner agencies and other stakeholders.

To provide Comprehensive Relief Assistance, the BMS-RACD may coordinate and secure support and assistance from government organizations (GOs) and non-government organizations (NGOs), such as:

1. National Disaster Risk Reduction and Management Council (NDRRMC)
2. Department of Social Welfare and Development (DSWD)
3. Department of Health (DOH)
4. Local Government Units (LGUs)
5. Philippine Red Cross (PRC)
6. Metropolitan Manila Development Authority (MMDA)
7. International Relief Organizations (IRO)
8. Non-Government Organizations (NGO)
9. Other Donors

B) Creating Muslim Assistance and Disaster Response Center and Unit (MADRC and MDRU)

1. The NCMF Central Office through the BMS will establish Muslim Assistance and Disaster Response Center (MADRC) and the Regional Offices will establish and create a Muslim Disaster Response Unit (MDRU) composed of NCMF employees;
2. The Regional Director may notify BMS for the occurrence of the calamity;
3. The Regional Muslim Disaster Response Unit will assess and gather information and data on the occurrence of the disaster;
4. The MDRU Team will coordinate and communicate with lead agencies (DSWD, LGU, RDMC, DOH, NGOs) relative to disaster/calamities.
5. The Regional Director will make a report to the Secretary through BMS and make/submit a proposal for the relief assistance and financial plan to conduct relief operation;
6. The BMS will review and evaluate the proposal and recommend for the approval by the Secretary; and
7. BMS will coordinate with Regional Director for the proper implementation of the relief operation.
8. Relief implementation/operation proper:
 - The relief team must arrive on time.
 - The team manager must assign each relief personnel to identify individual roles and tasking to have a division of labor and identification of work assignment to avoid overlapping of work.
 - Proper procedure and process must be precisely informed and made known to both personnel and beneficiaries/victims.
 - Ensure that the distribution system shall proceed as originally planned.
 - Immediately evaluate if there are deviations from the original distribution plan.
 - Claim stub or coupon must be given to the recipients/victims for fair and equal distribution of relief goods.
 - Ensure that operators/coordinators and recipients follow instructions on how the distribution is to be done.
 - Team members assist and participate in the operation without prejudice to break time and intermissions.

C) Relief Distribution and Legal Assistance to Muslim Inmates

1. The BMS-Relief Assistance and Coordination Division (RACD) will identify the Jail to visit;
2. The BMS Director will communicate/coordinate with the Jail Warden to identify the Muslim inmates;
3. Interview the leader of the inmates and identify the problems encountered and their material needs;
4. The BMS-RACD will make and submit Work and Financial Plan relative to the relief and legal assistance to the inmates;
5. The BMS will request the NCMF Bureau of Legal Affairs to assist on the legal needs of the inmates;
6. The BMS-RACD will submit to the Secretary through the BMS Director the program of activities together with the budget requirement;
7. The BMS Director will recommend and forward the proposal to the Secretary for approval;
8. Organize the relief team;
9. Repacking of goods;
10. Visitation proper;
11. Submit report to the management.

D) Medical and Dental Mission

1. Relief Assistance and Disaster Coordination Division (RACD) will prepare the Program and Financial Plan to conduct Medical and Dental Mission;
2. Identify the target community/ beneficiaries;
3. Coordinate with GOs and NGOs to be NCMF-BMS partner in the conduct of Medical and Dental mission;
4. The program and financial plan for medical and dental mission will be recommended by the BMS for approval of the NCMF Secretary/CEO;
5. BMS-RADC will organize the team;

6. Coordinate with the leader of the target community relative to the conduct of Medical and Dental Mission;
7. Make available the financial requirements and purchase of relief goods/medicines;
8. Packing of medical equipment/medicine;
9. Operation and conduct of mission as scheduled; and
10. Post-activity report.

E) Post Reporting (Evaluation and Recommendation)

The Relief Assistance and Coordination Division should prepare a report before, during and after the operation and evaluate the relief operation done with appropriate recommendations for improvement of future relief operations. The following are vital in ensuring a comprehensive post-activity report, to wit:

1. There must be proper documentation of the event.
2. There should be proper feedback from the partner agencies and coordinators.
3. There must be a post operation evaluation meeting.
4. Make some recommendations to improve the next relief operations to be done.

Bureau of Pilgrimage and Endowment

The Bureau of Pilgrimage and Endowment (BPE) is primarily responsible for the administration of the annual Muslim pilgrimage to Mecca, Kingdom of Saudi Arabia and the formulation and implementation of programs, projects and activities for the efficient and effective administration and supervision of the conduct of pilgrimage activities: *Provided*, that the supervision accorded the Bureau under this section shall not include control.

Pursuant to the above responsibilities, the Bureau shall formulate the necessary guidelines to ensure the timely processing of the pilgrim's travel documents and the equitable and reasonable collection of fees. Such collection shall be limited to *mutawiff* and passporting and/or processing fees only. Collected fees shall be deposited in a special trust fund which shall be established by the Commission, the expenses from which shall be subject to existing auditing laws, rules and regulations.

The pilgrims shall be accorded free choice of travel agencies and airlines or other means of transportation to and from the site of pilgrimage : *Provided*, that pilgrims comply with the prescribed arrival and departure schedule fixed by the Ministry of Hajj of the Kingdom of Saudi Arabia: *Provided*, further, That all pilgrims shall be legitimate holders of round-trip tickets to and from the Kingdom of Saudi Arabia : *Provided*, furthermore, That the pilgrims shall be free to choose on where to purchase or acquire other logistics, materials and supplies for the pilgrimage.

In no instance shall the pilgrims be forced to purchase such logistics, materials and supplies from the Commission or its authorized agents or representatives.

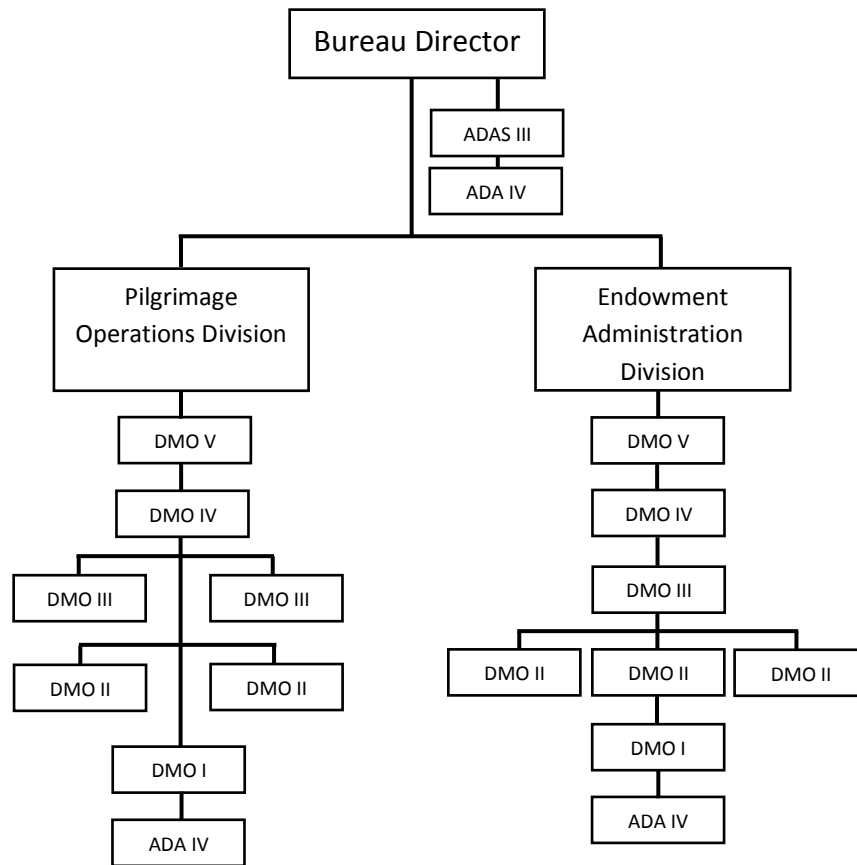
The Bureau shall also accredit qualified and deserving *sheikhs*. It shall also formulate, subject to the approval of the Commission, the time table of annual Hajj activities which must be posted in all areas accessible to Muslim Filipinos.

The Bureau shall, likewise, be responsible for the administration of *awqaf* properties and institutions, and the conduct of research and studies for the establishment and maintenance of Hajj towns, Islamic centers and *awqaf* projects.

Organizational Structure

The Bureau of Pilgrimage and Endowment is headed by a Bureau Director and composed of the following divisions to manage its operations, namely:

1. Pilgrimage Operations Division
2. Endowment Administration Division



OPERATION POLICIES AND GUIDELINES ON HAJJ

Who is Qualified to Perform Hajj?

A person is deemed qualified to perform Hajj when he or she is:

a) Spiritually Prepared

1. His/her intention is sincere and aimed only to seek Allah's pleasure; and
2. Familiar with the stages/rituals of the Hajj and other recommended devotional acts.

b) Financially Capable

1. Has the capability to pay his/her travel expenses (airfare, land transportation, lodging, food, and other expenses);
2. Has the capability to allocate provisions for dependents left at home;

3. Has no personal debts; and
 4. His/her pilgrimage is not a result of borrowings and begging.
- c) Physically and Mentally Fit as confirmed by a Physician
1. Must be in good health;
 2. Must not have a communicable disease; and
 3. If partially disabled (one who can at least sit and stand), must travel with an aide at all times.

Requirements for Registration

a) Personal Requirements

1. Personal interview of the applicant; and
2. Personal appearance of the applicant at any DFA Consular Office upon filing of application for Hajj or Regular Passport.

b) Special Personal Requirements

1. Female applicants must be traveling with a *Mahram*;
2. Minor applicants must be accompanied by both parents; and
3. Old-aged and handicapped applicants must be accompanied, at all times, by a physically fit relative.

c) Documentary Requirements

1. Application for Pilgrimage (Hajj Form No. 1);
2. Joint affidavit of Two Disinterested Persons/NSO authenticated birth certificate of the applicant;
3. Medical Certificate (Yellow Card) issued by the Bureau of Quarantine certifying that the pilgrim has been vaccinated against meningitis and flu;
4. Application for Hajj passport (DFA Form supplied);
5. Certificate of Tribal Membership (CTM) (Hajj Form No. 2);
6. Six (6) copies of passport size (1.77" x 1.37") recent colored photos in royal blue background; headdress in photo must be in dark color (black, brown, etc.); and Two (2) copies of passport size photo in plain white background and Two (2) copies ID size (1" x 1").

d) Special Documentary Requirements

1. For Reverts/Balik-Islam: Duly authenticated Certificate of Reversion/Conversion to Islam;
2. For woman-pilgrim whose Mahram is her husband: Marriage Contract or Joint Affidavit of Marriage;
3. For Government Official/ Employee: Appropriate travel order and/or Office Clearance; and
4. Other travel documents, as may be required.

Where to Register for Hajj

Applications shall be filed at any NCMF designated Pilgrimage Registration & Processing Centers. However, final arrangements for services and travel documentary requirements shall be done at the Bureau of Pilgrimage and Endowment (NCMF-BPE Central Office), located at:

**3rd Floor Jocfer (Annex) Building
Commonwealth Avenue, Diliman, Quezon City**

Hajj Passport Application Guidelines

Passport applicants are required to appear personally at any of the Department of Foreign Affairs (DFA) authorized issuing offices (e.g. DFA-Main Office in Paranaque City or DFA Regional Consular Office), with the required documents.

Those with valid passports are not required to submit a birth certificate issued and/or authenticated by the National Statistics Office as a requirement for the issuance of Hajj passport (Section 3, Article 8 of DFA Department Order No. 11-97). New applicants who are able to comply with the documentary requirements prescribed under Article 6 of said Department Order are automatically issued regular passports with a validity of Five (5) years.

Annual Hajj Operation Frontline Services

- **Requirements:** – Valid Passport;

For those who do not have passports: -

1. Birth Certificate (NSO);
2. Marriage Contract (for married applicant)
3. Tribal Certificate
4. Valid Identification Card
5. Personal Appearance

- Schedule of availability of service – Monday to Thursday – 8:00am to 5:00pm
- Who may avail of the service – Muslim Filipinos

ANNUAL HAJJ OPERATION FRONTLINE SERVICES					
Step	Applicant/ Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in- Charge	Forms
1	Application and Registration of Intending HAJJ Pilgrims	Receive and Evaluate Application Form with complete documents	5 minutes	BPE Staff	BPE Form 1
2		Preparation of Order of Payment (For Accredited Bank)	15 minutes	Finance Team	Order of Payment Form
3		Processing of Application Form for Transmittal to DFA for issuance of passport	10 minutes	Passport Committee DFA	DFA Passport Form
4		Endorsement to Bureau of Quarantine for issuance of International Quarantine Card (Yellow Card)	15 minutes	Vaccination Committee	BOQ Info Slip/ NCMF Yellow Slip
5		Securing Travel Tax Exemption Certificate from TIEZA	30 minutes	Bureau Director/ EDP Hajj finance committee	Transmittal Form
6		Release of Travel Tax Certificate to Travel Agency	30 minutes	Booking/ Area Coordinator /EDP/ Finance Committee	TTEC Receiving Form

Requirements for Hajj Visa Application

The Consular Section of the Royal Embassy of Saudi Arabia starts granting Hajj visa annually effective 10th of Shawwal until 25th Dhulqa'da of every Hijrah year. Submission of application for Hajj visa must be through the National Commission on Muslim Filipinos with the following requirements:

- a) A passport and/or legal travel documents must be valid for at least 6 months and must have a minimum of two blank pages.
- b) Two recent passport photographs (ID pictures) with white background.
- c) Visa Application Form signed and stamped by NCMF. Original and/or legible photocopy of such Form is acceptable.
- d) Airline ticket. Each applicant must be in possession of a round trip ticket with confirmed reservations.
- e) International Certificate of Vaccination issued by the Bureau of Quarantine. Children aged from three months to twelve years old must be examined by primary care doctors.
- f) *Mahram* – All female intending pilgrims are required to travel with a *Mahram* (male escort – close relative). Proof of relationship with the *Mahram* must be submitted. Female over the age of 45 may travel without *Mahram* but with an organized group. She must, however, submit no objection letter from her husband, son or brother, authorizing her travel for Hajj with the named group. Such letter should be notarized by a notary public. The *Mahram* should write his complete information on the application of wife and children, or any other relative whom he is traveling with. Marriage and birth certificates issued outside of the Philippine should be translated and notarized by a certified translations office. Applicants under the legal age will not be granted a Hajj visa if not accompanied by their parents.
- g) *Hajj* visa is granted gratis.
- h) Foreigners who are Muslims and residing permanently in the Philippines may be indorsed by NCMF for the grant of Hajj visa by the Royal Embassy of Saudi Arabia after complying with the requirements set by the Royal Embassy of Saudi Arabia in related official issuance.

Guidelines on Working Relationship with Travel Agencies and Documentary Requirements

The National Commission on Muslim Filipinos (NCMF) shall accord the pilgrims free choice of Travel Agencies and Airlines or other means of transportation to and from the site of pilgrimage. It shall not require accreditation of any travel agency or airline. However, pursuant to Section 8, par. (q) Republic Act No. 9997, empowering the National Commission on Muslim Filipinos to formulate necessary rules and regulations to ensure the success of the annual Hajj. Travel Agencies participating in the Hajj operations are required to closely work and coordinate with the Commission and observe the following guidelines, as follows:

I. Guidelines on Working Relationship

- a) The participating travel agency shall submit to the National Commission on Muslim Filipinos a Letter of Intent and the profile of the company;
- b) It must be financially capable of putting up the fare percentage set by the concerned airlines required for advance payment;
- c) It shall adopt “no proof of payment of *mutawiff*, no issuance of ticket” policy for the intending pilgrims including the *Sheikhs* or leaders of pilgrims, preferably requiring appropriate certification of payment from the Hajj Finance Committee of the Commission;
- d) It shall require *Sheikhs* to present valid Accreditation by the Commission for a particular year of Hajj Operations and/or proof of payment for *mutawiff* or appropriate Certification from the Commission which shall be the basis for issuance of tickets for *Sheikhs* and their *Jama’ah*;
- e) It shall provide the Commission in advance, and on a daily basis, the list of pilgrims issued with tickets, indicating flight details;
- f) It shall observe the deadline for submission of the final flight schedule required by Saudi Authorities in coordination with concerned *Sheikhs*;
- g) It shall not allow rebooking of pilgrims, individually or in group, without prior arrangement and confirmation from the Commission;
- h) *Sheikhs* and pilgrims shall be encouraged to book by group of not less than 45 *jama’ahs* in compliance with the Saudi policy requiring arrival of pilgrims in bulk, avoiding delay in transporting of pilgrims upon arrival in the Kingdom of Saudi Arabia;

- i) It shall release the airline tickets to the Commission upon availability, for immediate filing of Hajj visa applications by the Commission at the Royal Embassy of Saudi Arabia;
- j) It shall work closely with the Commission for appropriate recording of travel documents and monitoring of pilgrims from departure in Manila, until arrival in the Kingdom of Saudi Arabia, and return to the country; and
- k) It shall designate Liaison Officer(s) who shall closely work and coordinate with the Commission.

II. Documentary Requirements

- a) Company profile; and
- b) Other documents, such as:
 1. International Air Transport Association (IATA) membership (at least 5 years)
 2. Certification/accreditation from Tourism Infrastructure and Enterprise Authority (TIEZA)
 3. Business permit
 4. SEC Registration
 5. Proof of financial capability
 6. Affidavit of Undertaking that:

NO ADVANCE BOOKING of pilgrims and bookings must comply with the minimum requirement of 45 jama'ahs (pilgrims) and guidelines on flight schedules set forth by the BPE, with proof of payment and duly endorsed by the Director of BPE; and the compliance with MIAA Memorandum Circular No. 8, Series of 2014 Re: Implementation of the integration of the International Passenger Service Charge (Airport Terminal Fee) in the Airline Passenger Ticket.

Criteria and Requirements in the Accreditation of Sheikhs

Pursuant to Section 8, par (q), Republic Act No. 9997, empowering the National Commission on Muslim Filipinos (NCMF) to formulate necessary rules and regulations to ensure the success of the annual Hajj of the Filipino pilgrims, the following criteria and requirements in the accreditation of Sheikhs as Murshids or leaders of pilgrims participating in the Hajj Operations are hereby prescribed, as follows:

1. All Sheikhs intending to serve as Murshids or Leaders of Pilgrims shall apply in writing for accreditation by filling out an "Application Form" provided by the

Bureau of Pilgrimage and Endowment (BPE) at any of the Hajj Registration and Processing Centers;

2. The applicant Sheikh must be mentally and physically fit as certified by a municipal, provincial or any government medical institution;
3. He must not be more than sixty-five (65) years of age as evidenced by the NSO authenticated Birth Certificate;
4. He must be able to read and speak Arabic or English, and should be well-versed in Islamic values, as certified by the Bureau Director, Bureau of Pilgrimage and Endowment;
5. He must have participated in the Consultative Meetings and/or the Hajj Awareness Program (HAP) Seminar on Trainor's Training for Sheikhs conducted by the Bureau of Pilgrimage and Endowment;
6. For new Sheikh applicant, he must have performed hajj, at least, three (3) times, duly certified by the Bureau Director, Bureau of Pilgrimage and Endowment and must have learned the hajj rituals required of a Sheikh;
7. He must have no outstanding Hajj-related obligations, and must submit a Certificate of Good Moral Character issued by the concerned NCMF REGIONAL AND PROVINCIAL HAJJ REGISTRATION AND PROCESSING CENTERS (RPHRPC) which has jurisdiction in his area;
8. He must submit an NBI or a Police Clearance for the current year, indicating no pending criminal or administrative case;
9. He must sign a Contract of Service with the Bureau of Pilgrimage and Endowment, stipulating among others that booking shall be made in close coordination with BPE, compliant to the minimum and maximum required group number of 45 and 48 pilgrims, respectively, and duly endorsed by the BPE.
10. He must particularly observe the guidelines set forth by the Bureau of Pilgrimage and Endowment and the deadline for submission of the final flight schedule of his group, in coordination with his chosen travel agency;
11. He must also comply and observe the laws, rules, regulations and guidelines imposed by authorities in the Kingdom of Saudi Arabia on the performance of Hajj, particularly the Saudi policy requiring Hajj arrival in GROUP OF NOT LESS THAN 45 JAMA'AH, and submit ON TIME to the BPE his group flight schedule, in coordination with his chosen Travel Agency;
12. He must have no record of violation of any of the terms and conditions set in the previous and present Contract of Service and/or Affidavit of Undertaking he signed with the Bureau of Pilgrimage and Endowment;

13. He must not be currently employed at the National Commission on Muslim Filipinos, regardless of the status of employment or area of assignment; and
14. Sheikh recommended for accreditation by the BPE Director shall be subject to final approval by the Secretary.

WAQF (ISLAMIC ENDOWMENT) ADMINISTRATION SERVICES

Interested applicants for registration as Waqf Institution, Property, Project, etc. shall, upon submission of necessary documents, be entered in the BPE's Registry of Awqaf and shall avail of related services of the Bureau, particularly on the aspect of Awqaf management and administration.

For purposes of promoting and spreading the righteousness of Waqf, existing Waqf Institutions, Properties and Projects in the Philippines are candidates for Recognition (Recipient of Awards) by the Bureau and for Endorsement to prospective Waqf endowers for possible sponsorship and support.

Bureau of External Relations

The Bureau of External Relations (BER) shall be responsible in forging linkages among Muslim Filipino communities and organizations within and outside the country including print, broadcast, and electronic communications.

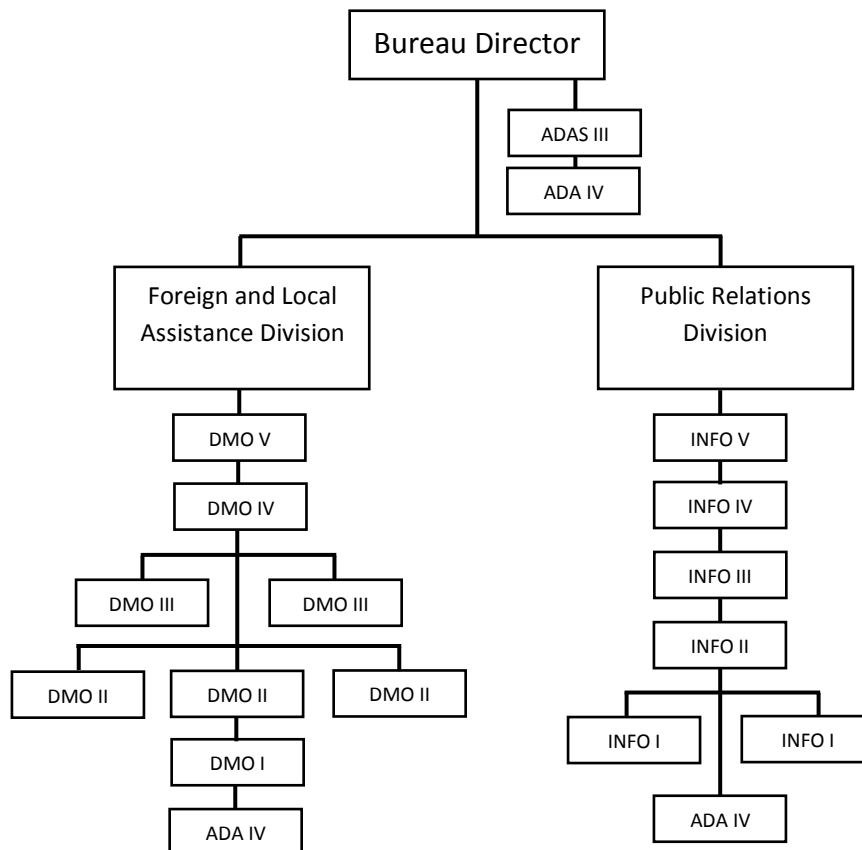
The Bureau shall also serve as the public information arm of the Commission and assist in fulfilling information dissemination on issues affecting Muslim Filipinos.

Its task is to carry-out sound dissemination practices and may use the services of other agencies to help achieve an informed judgment on issues.

Organizational Structure:

The Bureau of External Relations (**BER**) is composed of two divisions to manage its operations, namely:

1. Foreign and Local Assistance Division
2. Public Relations Division



Operational Programs:

MANAGEMENT ASSISTANCE SERVICE

- a. The Bureau provides technical assistance to activities or programs of local or foreign government agencies and non-government organization, other programs and activities of NCMF such as assistance to Medical Missions in Muslim communities, in commemorating Muslim holidays, celebration of the Philippine Independence Day and flag day, women's month and other similar occasions, reception of foreign guests and dignitaries, as well as assistance to Hajj operations and evaluation of applicants for educational scholarship offered by Muslim embassies .
- b. The Bureau also facilitates the signing of memorandum of agreement / understanding with other concerned agencies and institutions for purposes of cooperation and linkages.

Requirement:

1. Letter request / intention to avail the technical assistance services of NCMF-BER duly submitted at least 2 weeks before the scheduled date of the program

EMPLOYMENT ASSISTANCE SERVICE

- (a) Issue Certificate of Muslim Filipino Tribal Membership for the following purpose:

- Identification
- Application for passport
- Visa stamping
- Local employment
- Money claims
- Other purposes (PNP height waiver)

Requirement:

1. Application form
2. Original and photocopy of certificate of live birth issued the Philippine Statistics Office
3. Copy of passport (for visa stamping)
4. 2x2 I.D. picture
5. Valid Identification card

- (b) Issue Certificate verifying Certificate of Conversion to Islam issued by recognized Islamic organization

Requirement:

1. Application form
2. Valid I.D.
3. Original and copy of certificate of conversion to Islam issued by a recognized Islamic organization
4. Copy of Sharia registration of certificate of conversion to Islam

(c) Translation of Arabic documents to English language

Requirement:

1. Application form
2. Copy of the Arabic document to be translated to English

SCHOLARSHIP ASSISTANCE

(a) Issue Certificate verifying foreign Educational Scholarship grant to Muslim Filipinos for purposes of securing Travel Tax Exemption.

Requirement:

1. Application form
2. Copy of Scholarship Grant
3. 2x2 picture
4. Valid identification card
5. Certificate of Tribal Membership for Muslim Filipinos

(b) Issue indorsement letter for application of scholarship grant / admission to school entrance or enrollment

(c) Provides assistance to Embassy in screening Muslim Filipino applicants for educational scholarship grant.

PUBLIC INFORMATION SERVICE

(a) Publish NCMF Gazette every quarter of the year

(b) Provide the following services / assistance through the NCMF Public Information and Assistance Desk (PIAD):

1. Application/Requests to avail NCMF Services
2. Queries on NCMF programs, projects, and activities
3. Referrals
4. Technical Assistance
5. Complaints / comments / recommendation
6. Information on action taken on application/requests

(c) Provide maintenance and updating of NCMF website and other NCMF official social media accounts

How to Avail Services for Issuance of Certificate of Tribal Membership, Certificate to avail travel tax exemption and translation of Arabic document					
Step	Applicant/ Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Forms
1	Filling Up of Application	Receive application forms with complete requirements	2minutes	LFAD Staff (Table 1)	BER Form 1
2		Personal Interview and evaluation of supporting document	20 minutes	LFAD Staff (Table 2)	
3		Recording in the Registry Book	3 minutes	LFAD Staff (Table 3)	
4		Encoding of Applicant Information	10 minutes	LFAD Staff (Table 4)	
		Translation of Arabic Document	Simple- within 2 hrs. Complicated- within 8 hrs.	NCMF translators	
5		Photo Capturing (Except for Translation)	2 minutes	LFAD Staff (Table 5)	
6		Proof reading of CTM Entries	3 minutes	LFAD Staff (Table 6)	
		Proof reading of translation	5 minutes	Translators	
7		Issuance of certificate	3 minutes	Bureau Director	
		Release of Certificates/Documents	2 minutes	LFAD Staff (Table 7)	

Schedule of availability of service – Monday to Friday – 8:00am to 5:00pm

Who may avail of the service – Muslim Filipinos

Bureau of Peace and Conflict Resolution

The Bureau of Peace and Conflict Resolution (BPCR) shall primarily be responsible for the conduct of peace and settlement of conflict among Muslim Filipinos and shall likewise participate in the national peace process efforts, particularly for Muslim Mindanao. It is aimed to prevent, de-escalate and find solution to conflicts by peaceful means.

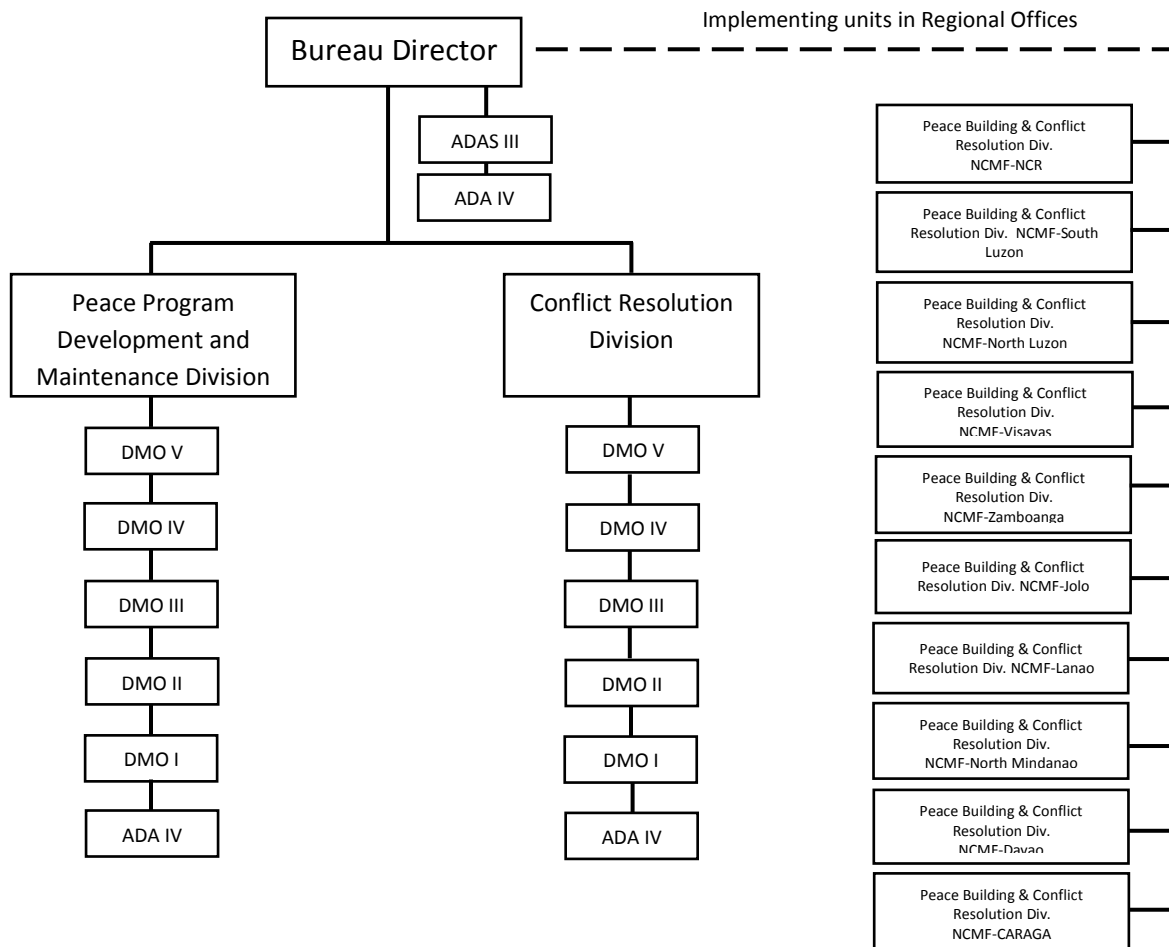
The Bureau of Peace and Conflict Resolution (BPCR) takes the lead role of NCMF in advocating for Peace and resolving conflict in Muslim Filipino Communities.

The Bureau also participates in Peace Process programs of the government, conduct and participate in inter-faith dialogues in the localities.

BPCR Components

The Bureau of Peace and Conflict Resolution (**BPCR**) is composed of two divisions to manage its operations, namely:

1. Peace Program Development and Maintenance Division
2. Conflict Resolution Division



Operational Programs

Pre-operation

1. Capacitate the staff comprising the BPCR with appropriate skills on peace building and conflict resolution.
2. Establish linkages with government and non-government Peace Advocates organizations in the country that may eventually be extended into the global network.

Peace Building

1. Conduct forums, conferences and symposiums highlighting the core values of peaceful co-existence, among the Muslim and non-Muslim populace of the country, promoting mutual respect and understanding.

2. Participation in the Peace Process Project of the Government particularly involving Muslims.
3. Initiate a regular program of Interfaith Dialogue in the respective Regional Offices of NCMF (at least once a year event), to improve the relationship between and amongst Filipino Muslims and non-Muslims.
4. In cooperation with the Bureau of Legal Affairs (BLA), strengthen our collaboration with the Commission on Human Rights (CHR) to address human rights violation problems committed among the Muslim Filipinos.
5. In cooperation with the Bureau of Muslim Economic Affairs (BMEA), facilitate livelihood programs in the locality as an initiative contributory to peace building efforts.
6. Conduct of Threat Assessment Goal Oriented Community Planning Workshop.

Conflict Resolution

1. Identification and documentation of existing conflicts affecting Muslim Filipinos.
2. Coordinate and link the identified conflict to concerned government agencies and other stakeholders, for possible resolution.
3. Conduct of Post-Settlement and violence preventive interventions for the settled conflicts.

Bureau of Legal Affairs

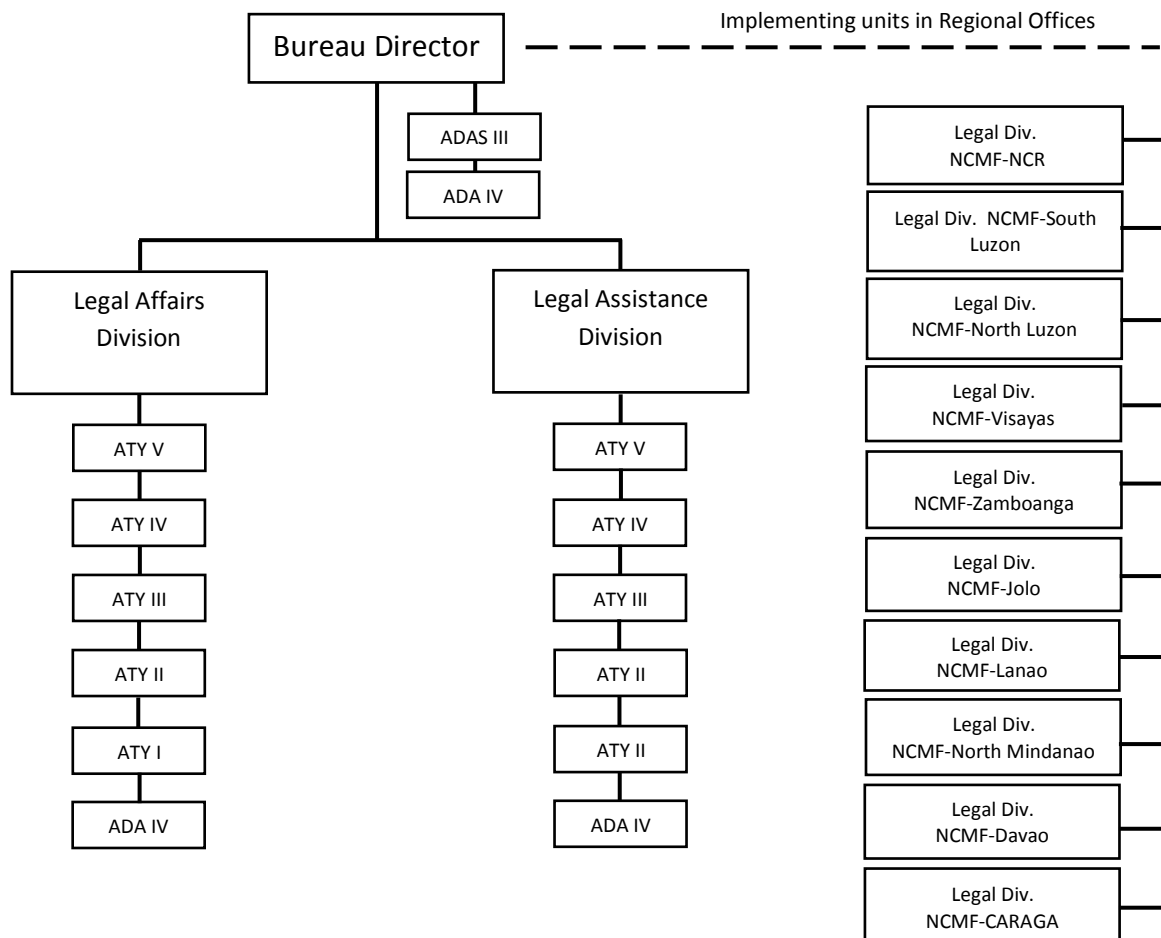
The Bureau of Legal Affairs (BLA) is responsible in providing Muslim Filipinos with legal education and assistance in case of litigation involving their persons or interests.

It also acts as legal counsel of the Commission and investigates cases involving its personnel and submits appropriate recommendations pertaining thereto including valid complaints brought before the Commission.

Organizational Structure

The Bureau of Legal Affairs is composed of two divisions to manage its operations, namely:

1. Legal Affairs Division
2. Legal Assistance Division



Operational Programs and Activities

The Bureau activities include:

1. *Documentation Program* – involves preparation and subscription of documents, affidavits, memoranda and contracts.
2. *Monitoring of Muslim Cases Program* – surveying and monitoring of Muslim cases filed in court.
3. *Court Interpreting Program* – attendance in courts within Metro Manila.
4. *Legal Support for Muslim Detainees Program* – representations and jail visitations for Muslim detainees needing legal assistance.
5. *High Profile Muslim Cases Assistance Program* – involves jails and detention cells visitations to assist in high profile Muslim cases.
6. *Walk-in Clients Assistance Program* – preparation of endorsements letters, referral letters, among others.
7. *Litigation, Investigation and Other Legal Concerns Assistance Program* – assists the NCMF Central and Regional Offices on litigation, investigation and other legal concerns by providing updates, clarifications, briefs on jurisprudence of laws and investigation of complaints.
8. *Legal Research, Advocacy Policy Reforms and Education Program* – preparation of legal manuscripts and journals on relevant Muslim and indigenous people issues.
9. *Legal Internship Program* – provision for internship of Muslim Law Students at NCMF.
10. *Quick Reaction Legal Team Program* – one-stop shop legal assistance desk for Muslim indigents providing legal advice, assistance and investigations.
11. *Institutional Building and Partnership on Key Legal Engagements Program* – domestic and foreign engagements in Peace and Development, Electoral Advocacy, Reforms and Education on Women and Children representing the Filipino Muslim communities in establishing and signing of Memorandum of Agreement and Memorandum of Understanding.
12. *Community Youth Paralegal Program* – training of Muslim paralegals in the country.
13. *BLA CITIZEN Charter*

Bureau of Muslim Cultural Affairs

The Bureau of Muslim Cultural Affairs (BCMA) shall be responsible for the conduct of research and studies on the cultural development of Muslim Filipino communities which would serve as the basis for policy and plans formulation, and program and project implementation.

It shall formulate and implement an education program especially designed to improve the literacy level of Muslim Filipinos, including their study of the Arabic language, Islamic heritage, and maintain a central library, museum and audio-visual center to serve as repositories of information on the Muslim Filipino peoples.

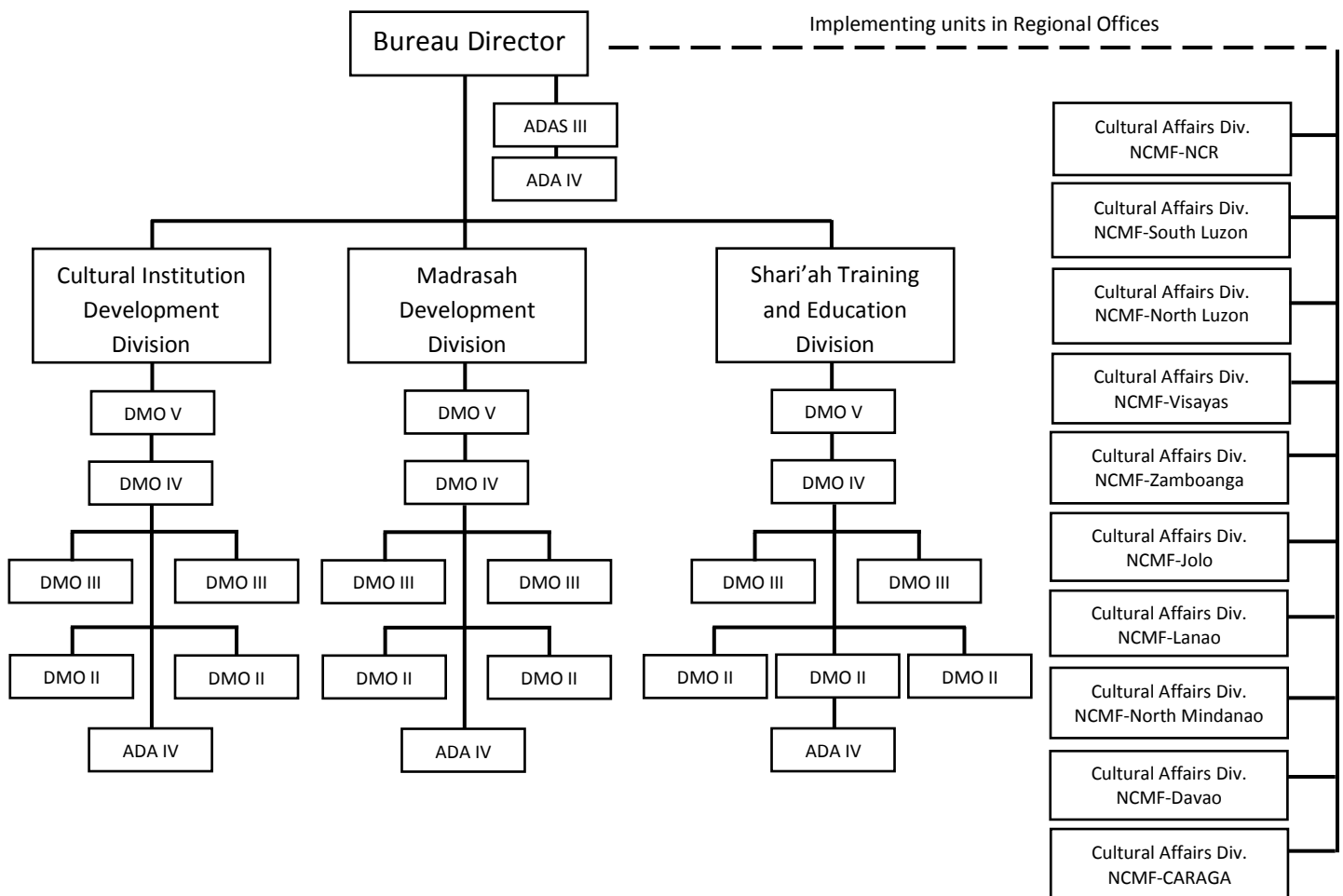
The Bureau is also responsible for the Madrasah institutions in the country wherein it will assist and facilitate the applications for registration and accreditation with the Department of Education (DepEd).

It shall also oversee the conduct of the Annual Qur'an Reading Competition.

Organizational Structure

The Bureau of Muslim Cultural Affairs is composed of three (3) divisions to manage its operations, namely:

1. Cultural Institutions Development Division
2. Madrasah Development Division
3. Shari'ah Training Education Division



Operational Programs and Activities

1.0 The Cultural Institutions Development Division is in charge of the following programs and activities:

1.1 Program for the Promotion, Development and Enhancement of Muslim Culture and Institutions

- Technical and financial assistance for the profiling of Muslim Cultural Centers;
- Recommendation to the Office of the President for the declaration of Eid'ul Fitr (Hariraya Puasa, ending the month of Ramadhan Fasting) and

Eid'ul Adha (Hariraya Haji, or the Feast of Sacrifice) as National Holidays, and other Muslim legal holidays enumerated under P.D. 1083;

- Observance and celebration of Muslim Holidays and Festivities;
- Support to Muslim Cultural Troupes and other cultural practitioners;
- Technical and/or material support for the observance of Tribal/Indigenous festival and other cultural events and practices;
- Technical and/or financial technical support to Ulama's, Cultural practitioners through conduct of seminars, conferences, forums and meetings; and
- Registration of Muslim associations and cultural centers.

1.2 Institutional Support to Qur'an Reading Competition

- Facilitation on the conduct of the annual Qur'an Reading Competition from Organization/ Community/ Municipal/ District and Cluster Level Competitions;
- Conduct of the annual Qur'an Reading competition at the Provincial and Regional Level;
- Conduct of the annual National Qur'an Reading Competition;
- Philippine participation on International and ASEAN Qur'an Reading Competitions or Exhibitions; and
- Conduct of Qur'an Memorization Competition, through partnership with concerned Muslim Embassies and Islamic Institutions and Organizations.

2.0 The Madrasah Development Division is in charge of the formulation and implementation of policies, programs and activities for the Development of Madrasah Institutions, and support to the Department of Education Madrasah Programs, as envisioned for National Development, including the following activities:

1. Assistance and support to DepEd Madrasah Development Program;
2. Sponsorship of Conference of Owners/Administrators of Traditional Madaris;
3. Technical and/or financial support to Madrasah institutions;
4. Coordination with concerned government, agencies, institutions and individuals regarding Madrasah Development Program;
5. Profiling of Madrasah schools seeking registration at the NCMF or endorsement for DepEd Accreditation;
6. Other intervening related activities.

3.0 The Shari'ah Training Education Division is in charge of the *Support to Shari'ah Programs, Project and other related activities*, which include the following:

1. Printing/reproduction of Books on Shari'ah and other Shari'ah related materials;
2. Coordination with the Supreme Court for the conduct of the Series of Shari'ah Training Seminar
3. Conduct of a Series of Shari'ah Training Seminar;
4. Coordination with the Supreme Court of the Philippines for the conduct of the Special Shari'ah Bar Examinations;
5. Coordination with the Regional Shari'ah Training areas for the dissemination of the Final Schedule of the Special Shari'ah Bar Examinations;
6. Facilitation and assistance to the prospective examinees in the filing of Petitions to the Office of the Bar Confidant, Supreme Court of the Philippines to take the Special Shari'ah Bar Examinations;
7. Financial and manpower support on the holding of the Special Shari'ah Bar Examinations by the Supreme Court of the Philippines;
8. Granting of financial support to Shari'ah Lecturers/ Trainees/ Chairman and members of the Board of Examiners and the Examinees;
9. Coordination with the Supreme Court of the Philippines and other agencies and individuals in improving the Shari'ah Development Program; and
10. Continuous coordination with the Office of the Bar Confidant for the release of the result of the Special Shari'ah Bar Examinations.

Operational Policies and Guidelines

A. Issuance of Certificate of Recognition for Cultural Centers and NGO's.

▪ Requirements:

1. Request letter from the Mosque Administrator/Imam or Head of the concerned NGO;
2. SEC Registration, Mayor/Barangay Certification, as to the existence of the Mosque/Cultural Center/Muslim NGO;
3. Pictures of the Mosque (building), other structures, and other related photos showing its existence; and

4. Application form duly accomplished by the Mosque Administrator/ Imam/Head of Muslim NGO or authorized representative.
- Schedule of availability of service– Monday to Friday – 8:00AM to 5:00PM with break time for Fardu Prayers and Friday congregational prayers.
 - Who may avail of the service – Muslim Filipinos representing Cultural Centers or Muslim NGOs.

ISSUANCE OF CERTIFICATE OF RECOGNITION FOR CULTURAL CENTERS AND NGOS					
Step	Applicant/ Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Remarks
1	Securing Registration Form	Cultural Institutions Development Division	3 minutes	Any CIDD Staff	CIDD Form 1
2	Filling Up of Application	Receive application form with complete supporting documents	5 minutes	Any CIDD Staff	
3		Evaluation/Assessment	5 minutes	Assigned Officer	
4		Final Review of the Documents Submitted	5 minutes	Assigned Officer	
5		Recommendation for Issuance of Certificate of Recognition	5 minutes	Assigned Officer	
6		Preparation for issuance of Certificate of Recognition	5 minutes	CIDD staff	
7		Forward to the Office of the Bureau Director for signature	5 minutes if the signatory is available	Bureau Director	
8		Certificate of Recognition shall be released immediately	ASAP	CIDD Staff	

B. Issuance of Registration/Certificate of Registration Recognition for Madrasah

- Requirements:
 1. Letter request from the Madrasah owner/administrator:
 2. SEC Registration, if any;
 3. Mayor's Permit, or at least, Barangay Certificate;
 4. Pictures of Madrasah, and profile of the Madrasah, such as, number of Asatidz and students, etc., and
 5. Endorsement of the concerned NCMF Regional Offices.
- Schedule of availability of service:

Monday to Thursday – 8:00AM to 5:00PM with break time for Fardu prayers.

Friday – 8:00AM to 5:00PM with break time for Friday prayer (10:00AM to 2:00PM).

- Who may avail of the service – any Muslim Filipino owning or administering a Madrasah.

ISSUANCE OF CERTIFICATE OF REGISTRATION AND RECOGNITION FOR MADRASAH					
Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Remarks
1	Securing Registration Form	Madrasah Development Division	3 minutes	MDD Staff	Madrasah Information Sheet
2	Filling Up of Application	Receive application forms with complete supporting documents	15 minutes	MDD Staff	
3	Form or Information Sheet	Evaluation for issuance of Certificate of Registration/Recognition	5 minutes	MDD Staff	
4		Forward to the Office of the Bureau Director for signature	5 minutes	Bureau Director	If the Bureau Director is available
5		Immediate issuance and release of Certificate of Registration or Recognition	ASAP	MDD Staff	

C. Shari'ah Training Seminar

- Requirements:
 1. Authenticated copy of Transcript of Records/Diploma; and
 2. Authority to attend the Shari'ah training seminar on official time, if government official/personnel.
- Schedule of availability of service:

Monday to Thursday – 8:00AM to 5:00PM with break time for Fardu prayers.

Friday – 8:00AM to 5:00PM with break time for Friday prayer (10:00AM to 2:00PM).
- Qualifications for Shari'ah Trainees/Examinees:
 1. Lawyers or members of the Philippine Bar.
 2. Ulama or graduates of Islamic/Arabic courses abroad.

3. Graduates of Law (Barristers).
4. Graduates of Shari'ah or Islamic courses in the Philippines duly recognized by the government.
5. Graduates of other courses related to law and/or Shari'ah (Islamic Law).
6. Graduates of other 4-year courses, provided, he or she has working knowledge in Islam.

Note: NCMF may apply or subject the applicants for evaluation by prioritization, depending on the availability of slots for each training area.

APPLICATION TO PARTICIPATE IN THE SHARI'AH TRAINING SEMINAR					
Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Remarks
1	Securing Registration Form	Shari'ah Training and Education Division	3 minute	STED Staff	Registration Form
2	Filling Up of Application Form	Receive registration form with complete supporting documents	5 minutes	STED Staff	
3		Evaluation/Assessment	10 minutes	STED Officer	
4		Final review of the documents	5 minutes	STED Staff	
5		Approval/admission to the training seminar	ASAP	Chief, STED	
6		Conduct of Training Seminar	45 days	STED staff and lecturers	
7		Issuance of Certificate of Completion	After the training	Chief, STED & Bureau Director	Supreme Court Chief Justice and NCMF Secretary to sign

D. Shari'ah Pre-Bar Review Classes

- Requirements: For those who completed the Shari'ah Training Seminar only.
- Schedule of availability of service (upon SC approval on the conduct of the Shari'ah Bar Examination):

Monday to Thursday – 8:00AM to 5:00PM with break time for Fardu prayers.

Friday – 8:00AM to 5:00PM with break time for Friday prayer (10:00am to 2:00pm).

APPLICATION TO PARTICIPATE IN THE SHARI'AH PRE-BAR REVIEW CLASSES					
Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Remarks
1	Securing Registration Form	Shari'ah Training and Education Division	5 minutes	STED Staff	Registration Form
2	Filling Up Application Form	Receive registration form with complete supporting documents	10 minutes	STED Staff	
3		Conduct of Review Classes	8 days for each of the Review areas (NCMF Lanao area, Cotabato, Zamboanga, Sulu, NCR and areas which may be approved later		

E. Special Shari'ah Bar Examinations

▪ Requirements:

1. Security Paper Birth Certificate or Certificate with documentary stamps;
2. Three (3) testimonials (one copy each), signed by members of the Philippine Bar;
3. Clearance from the Office of the Provincial/City Fiscal of the Province/ City where petitioner resides;
4. Clearance from the Regional Trial Court of the Province/City where petitioner resides;
5. Authenticated Transcript of Records with documentary stamps;
6. Duly authenticated copy of Certificate of Completion on Shari'ah Training Seminar conducted by the National Commission on Muslim Filipinos (NCMF) or its forerunner offices, in coordination with the Supreme Court;
7. Four (4) copies of latest passport size picture;
8. Photocopy of current residence certificate;
9. Self-addressed envelope with mailing stamp; and
10. Filing fee for the Shari'ah Bar Examination.

▪ Schedule of availability of service:

Monday to Thursday – 8:00AM to 5:00PM with break time for Fardu prayers.

Friday – 8:00AM to 5:00PM with break time for Friday prayer (10:00AM to 2:00PM).

PROCEDURES IN TAKING THE SPECIAL SHARI'AH BAR EXAMINATION					
Step	Applicant/ Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in- Charge	Forms
1	Securing of Petition form for the SBE	Shari'ah Training and Education Division	5 minute	STED Staff	Petition Form
2	Filling up of Petition form	Receive petition form with complete supporting documents	10 minutes	STED Staff	
3		Petition Form forwarded to the Office shall be sent to Office of the Bar Confidant	Weekly until deadline	Chief, STED	

- Schedule of Shari'ah Bar Examination is on the last two (2) Sundays of January and every two (2) years thereafter, as approved by the Supreme Court En Banc upon request of the National Commission on Muslim Filipinos, per Bar Matter No. 2716.
- The venue of the Special Shari'ah Bar Examination shall to be determined by the Office of the Bar Confidant, and Supreme Court of the Philippines

F. Financial Assistance (For Madrasah, Muslim Cultural Centers and NGOs duly recognized by NCMF, and on a case to case basis only)

- Requirements:
 1. Request letter;
 2. SEC Registration, if any;
 3. Mayor's Permit, or at least, Barangay Certificate; and
 4. Pictures of Madrasah, Muslim Cultural Centers and NGOs, including summary profile.
- Schedule of availability of service:

Monday to Thursday – 8:00AM to 5:00PM with break time for Fardu prayers.

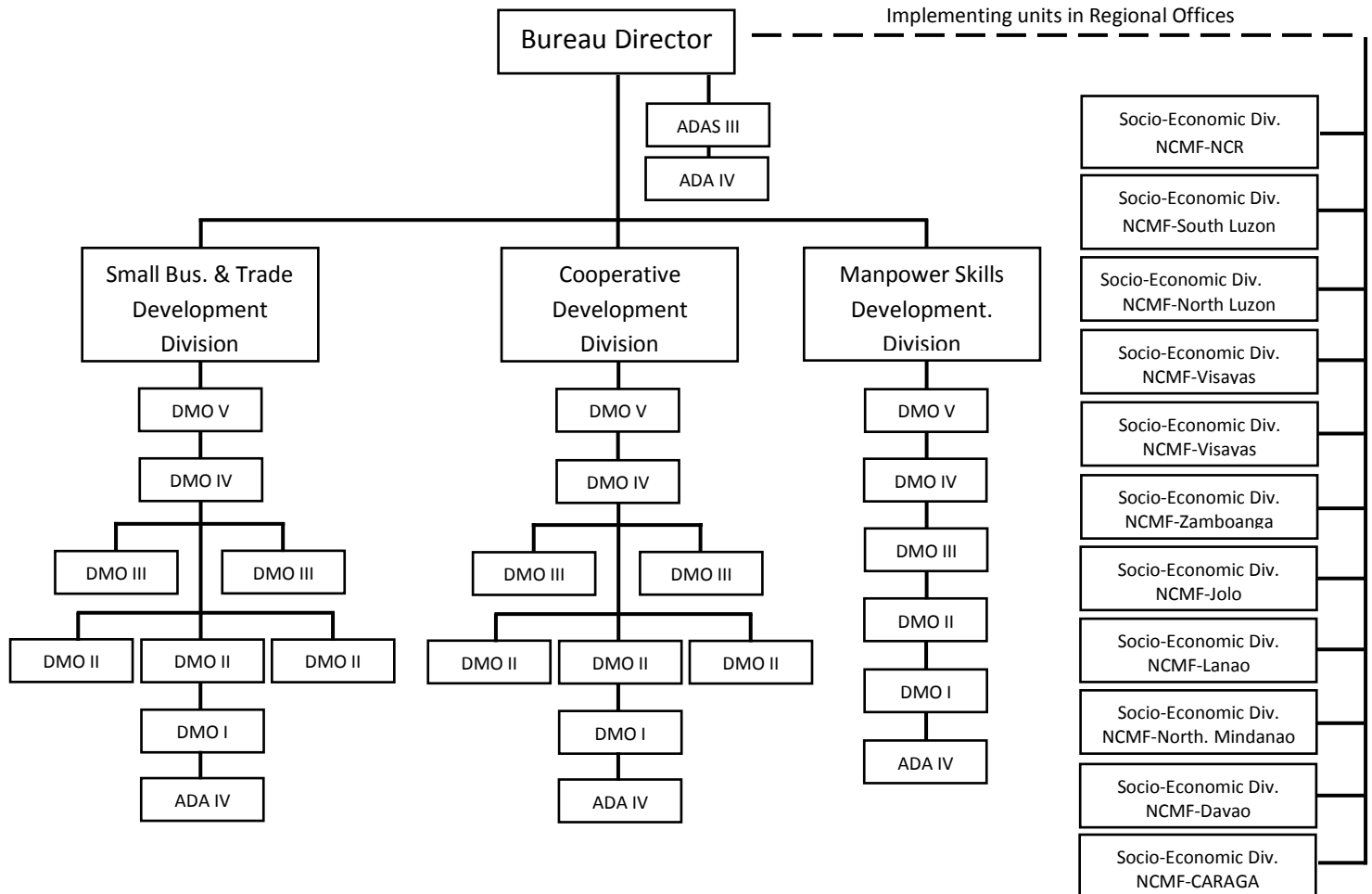
Friday – 8:00AM to 5:00PM with break time for Friday prayer (10:00AM to 2:00PM).

HOW TO AVAIL FINANCIAL ASSISTANCE					
Step	Applicant/ Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Remarks
1	Submission of request letter	Receive request letter with complete requirements	5 minutes	CIDD/MDD Staff	
2		Review/Assessment	15 minutes	CIDD/MDD Chief	
3		Forward to the Bureau Director	15 minutes if	Bureau Director	

		for final evaluation and recommendation	the Director is around		
4		Preparation of Memorandum for the OSec Re: Recommendation/ Endorsement	30 minutes	CIDD/MDD Staff	
5		Forward to OSEC for approval through OED (Note: the duration depends on the availability of the Secretary)	Within the day	NCMF Secretary	
6		If approved, the letter shall be referred back to BMCA for voucher preparation and records purposes	30 minutes for record and voucher preparation	CIDD/MDD Staff	
7		Forward to the FMS for processing and check preparation	5 days	FMS/Cashier	
8		Release of check	5 minutes	Cashier	

Bureau of Muslim Economic Affairs

ORGANIZATIONAL STRUCTURE



The Bureau of Muslim Economic Affairs is responsible in promoting and developing economic livelihood programs and projects through the extension of loans, entrepreneurship, trade and marketing assistance to the members of Muslim Filipino communities.

It shall also be responsible for the promotion and development of cooperative endeavors among Muslim Filipinos in coordination with the Cooperative Development Authority.

It shall likewise promote and implement manpower training and community self-help projects for the economic development of Muslim Filipinos.

Promotion of Islamic Finance and Investments among Muslim Filipinos.

Promote and develop the Philippine Halal Industry and accredit halal-certifying entities/bodies for the utmost benefit of Muslim Filipinos and in partnership or cooperation with appropriate agencies, individuals and institutions here and abroad.

The Bureau is composed of the following divisions to manage its operations, namely:

1. Small Business and Trade Development Division;
2. Cooperative Development Division
3. Manpower Skills Development Division

Operational Programs and Activities:

I - MUSLIM FILIPINO TRADERS AND ENTREPRENEURS PROGRAMS

➤ Entrepreneurship Training

This training is designed to equip Muslim entrepreneurs the tools to enhance their knowledge and increase their income. In coordination with TESDA, DTI and DOST, Regional offices shall conduct a survey among their respective traders/entrepreneurs and decide which kind of training is suited to their clientele. After the survey has been conducted, the regional offices may propose the projects to the Bureau of Muslim Economic Affairs for funding if the regional offices do not have the required funding.

The Chief of Small Business and Trade Development Division may assign from among his/her staff the proposal for evaluation and recommend the same to the Bureau Director for endorsement to the Office of the Secretary for approval. Upon approval, the FMS shall cause sub-allotment of the amount to the concerned regional office for implementation. The Bureau may assist the implementing regional office by sending at least one representative to assist, supervise and monitor the implementation.

The Bureau may initiate on its own training proposals for implementation by regional offices with proper coordination and that funds shall be sub-allotted to regional offices.

II - MUSLIM FILIPINO COOPERATIVE PROGRAMS

Bureau of Muslim Economic Affairs and Regional Office shall always promote organization of cooperatives among Muslim communities as a way to alleviate their poverty and improve their living conditions. Regional offices are responsible to survey Muslim cooperatives of their respective regions and coordinate with them what are the profitable products in their area of coverage. Our clientele must be informed of the current trend in the market through dialogues or meetings so as not to keep them groping in the dark. In the same way, regional offices have to survey the locations of the Muslim communities

where the best option is for them is to organize themselves into cooperatives rather than individual entrepreneurs.

In case of organization of Muslim cooperative, BMEA or the NCMF regional offices are advised to coordinate with Cooperative Development Authority for the following training programs:

- a) Orientation Seminars
- b) Managerial Skill's Training
- c) Financial System Training

Bureau of Muslim Economic Affairs and NCMF regional offices shall see to it that Islamic Micro Finance module are included in the training as a core fundamental value of the Muslim cooperatives.

➤ **Livelihood Training**

In case of livelihood training, regional offices shall coordinate with TESDA and DOST for the kind of Livelihood Training they are offering. A dialogue with target beneficiaries is encouraged to appraise the type of needed livelihood training that should be conducted to avoid wastage of time, efforts and money.

This training is designed to provide cooperators the needed know-how to enhance their livelihood skills in coordination with CDA, TESDA and DOST.

Regional offices may submit livelihood training proposals for funding by the Bureau of Muslim Economic Affairs if they have no resources to pursue the project. Upon proper coordination, BMEA also may propose to implement livelihood training for implementation in the regional offices.

Manuals or Handbooks

1. Cooperative Governance – the Bureau shall formulate cooperative governance for Muslims cooperatives taking into considerations the reasons for failures and the right directions to be followed in organizing a cooperative. The governance shall be a guide for cooperators in recruiting members, officials and staff, and for election of members of the Board including system of management and financial operations of the cooperative.

This governance shall include Islamic cores and values which will become its guiding principles in its day-to-day operations in compliance *Shari'ah* Law.

2. Best Practices – BMEA shall also compile stories of best practices of successful Muslim and non-Muslim cooperatives as a source of inspiration and emulation for

our clientele. This will answer the question why the rate of success versus failure is higher for Non-Muslim cooperatives. This shall be updated every two years and shall form part of orientation seminar for Muslim cooperatives.

III - PROMOTION OF ISLAMIC FINANCE AND INVESTMENTS

III – 1. CONDUCT OF FORA

Conduct of Fora, Conferences, Symposia, Meetings, Seminars and Summits advocating promotion of Islamic Finance and Investments in the country in coordination with concerned government and private institutions locally and abroad including economic missions to members of Organization of Islamic Conference.

III – 2. FACILITATION OF ESTABLISHMENT OF ISLAMIC MICRO FINANCE

- a) Trainer's Training should be conducted by the BMEA at least once a year and that participants in the previous training are not allowed to participate to give way to others who are not yet trained. At least two representatives from each region shall be invited to be trained and thereafter shall re-echo the same to their respective regional offices. The regional offices may also conduct such Micro-Finance seminars in every Muslim community under their coverage to apprise them of the Islamic Micro-Finance models appropriate to them.
- b) A regional conference of Micro-Entrepreneurs shall be conducted by all regional offices at least twice a year as a way to organize Islamic Micro Finance and assess and evaluate the current problems, issues and concerns affecting the program. Micro-Financers and Borrowers and other concerned stakeholders should be invited to these conferences.
- c) In support to promote and sustain Islamic Micro Financing among Muslim Filipinos, BMEA shall conduct in coordination with Islamic Micro Finance Groups, annual summit of Key Stakeholders of Islamic Micro-Finance such as Ulama, Muslim Filipino Accountants, Academe and Borrowers that would enjoin them to declare their statement of support to the program. In this way, they are all responsible to make the whole project afloat and avoid unnecessary system failure. If possible, representatives from the International Islamic Micro Finance companies should be invited to share their best practices and system of management.
- d) BMEA shall create a database and profiles of internationally recognized Islamic Micro Finance companies as reference in linking to them locally organized Micro Finance for technical and financial support. If possible, a Memorandum of

Understanding should be signed between them and NCMF for a better forging of stronger relationship with them.

IV - MUSLIM FILIPINOS MANPOWER SKILLS DEVELOPMENT PROGRAMS

IV – 1. Skills Development Training

This program is designed to give our clientele especially out of school youths and unschooled adults the necessary alternative skills to keep them out of poverty as a way to pursue a long range objective of reducing if not eradicate opportunity of recruiting them by criminal groups thereby contributing to the achievement of stable peace and order in ARMM and outside especially where there are Muslim communities.

The Bureau and regional offices should coordinate with TESDA, if possible sign a Memorandum of Agreement for the benefit of the program and its prospective clientele. There are non-degree courses offered by TESDA that could be provided to our clients which will make them self-sufficient for employment here and abroad.

The Bureau shall prepare a TRAINING MODULES in coordination with TESDA for dissemination to regional offices as their references. BMEA in coordination with regional offices shall formulate CRITERIA to be followed in accepting participants.

Regional offices are required to submit to Bureau of Muslim Economic Affairs proposals stating the suitable kind of non-degree courses training from TESDA needed by their respective clientele in their respective areas of coverage. If approved for implementation, funding requirement shall be downloaded to the regional offices with BMEA supervising and monitoring the project.

IV – 2. Employment Opportunities Assistance

BMEA will coordinate with POEA and Muslim embassies for possible placement abroad of Skills Training Graduates. Graduates of the programs are given the choice of self-employment with technical assistance from the office, if possible financial assistance from our regional offices.

Database of graduates from the program shall be created by BMEA and in the regional offices.

V- HALAL DEVELOPMENT PROGRAMS

V-1. Converge Public and Private sector efforts in developing a credible Philippine Halal Industry towards a wider access to Halal products and services

V-1.1 Assistance to Halal Certification Bodies (HCB)

Assist Philippine Halal Certifying Bodies in their recognition by foreign countries, like Malaysia, Indonesia, Brunei, Singapore, Thailand, and other Halal concern countries, so that the products of the companies or manufacturers it certified will be allowed to enter and be sold in these countries.

V-1.2 Capability Building Program for NCMF Halal Staff

To strengthen the capability of NCMF Halal manpower in delivering Halal concern services, locally and internationally, they must be equipped with proper knowledge and/or skills in promoting and developing the Halal industry, locally and internationally through training.

V-1.3 Capability Building for Halal Livestock Slaughterers

Proper slaughtering of Halal ruminants and fowls will only be considered as Halal if properly slaughtered in accordance with Islamic principles, hence, training for slaughterers is necessary to make them perform proper slaughtering rituals and Islamic practice.

V-1.4 Assistance to Promotion and Marketing of Halal Certified Products

NCMF as government lead agency in regulating and promoting the Halal industry of the Philippines, in coordination with other government agencies and other institutions, will assist manufacturers and producers of Halal products in the promotion and marketing of Halal foods and products here and abroad. In case the products are Muslim produced goods, the Commission shall take a lead role in marketing them to Muslim countries in cooperation with other concerned agencies of government.

V-1.5 Formulation of Halal Standards

Declaration of food and non-food products as Halal must be based on full compliance with Shari'ah Law, principles, and standards as proven through scientific method. In the Philippines, existing Halal standards were formulated by the Department of Agriculture for foods, animals, fowls, and feeds; and the Department of Trade and Industry for non-foods products. The NCMF, as government lead agency on Halal, must harmonize all these standards and formulate a National Halal Standard in consonance with International Halal Standards.

V-2. Institutionalize a community-based Halal awareness, education, and livelihood program involving targeting stakeholders.

V.2.1. Community-Based Halal Awareness Program

To reinforce the absence of disciplinary power of NCMF on Halal under Republic Act 9997, the Halal consumers in the community level must also be educated on the Halal programs of the government. In connection with this, the NCMF Central, Regional, and Provincial Offices will sponsor/conduct Community-Based Awareness Program.

V-2.2. Establish Database or Directory of Halal-availed companies, Establishments, Hotels, Restaurants and Halal Certified Products

Establish a database of Halal companies and manufacturers (with Halal products), establishments, Hotels, Restaurants, and Halal products for ready reference and record purposes.

INTERNAL SUPPORT SERVICES

Administrative Services

Mandate: (Article 11, section 12(a)-RA 9997)

“This service shall be responsible for providing the Commission with efficient and effective staff services relating to personnel, information, records, supplies, equipment, collection, disbursement, security and custodial work.”

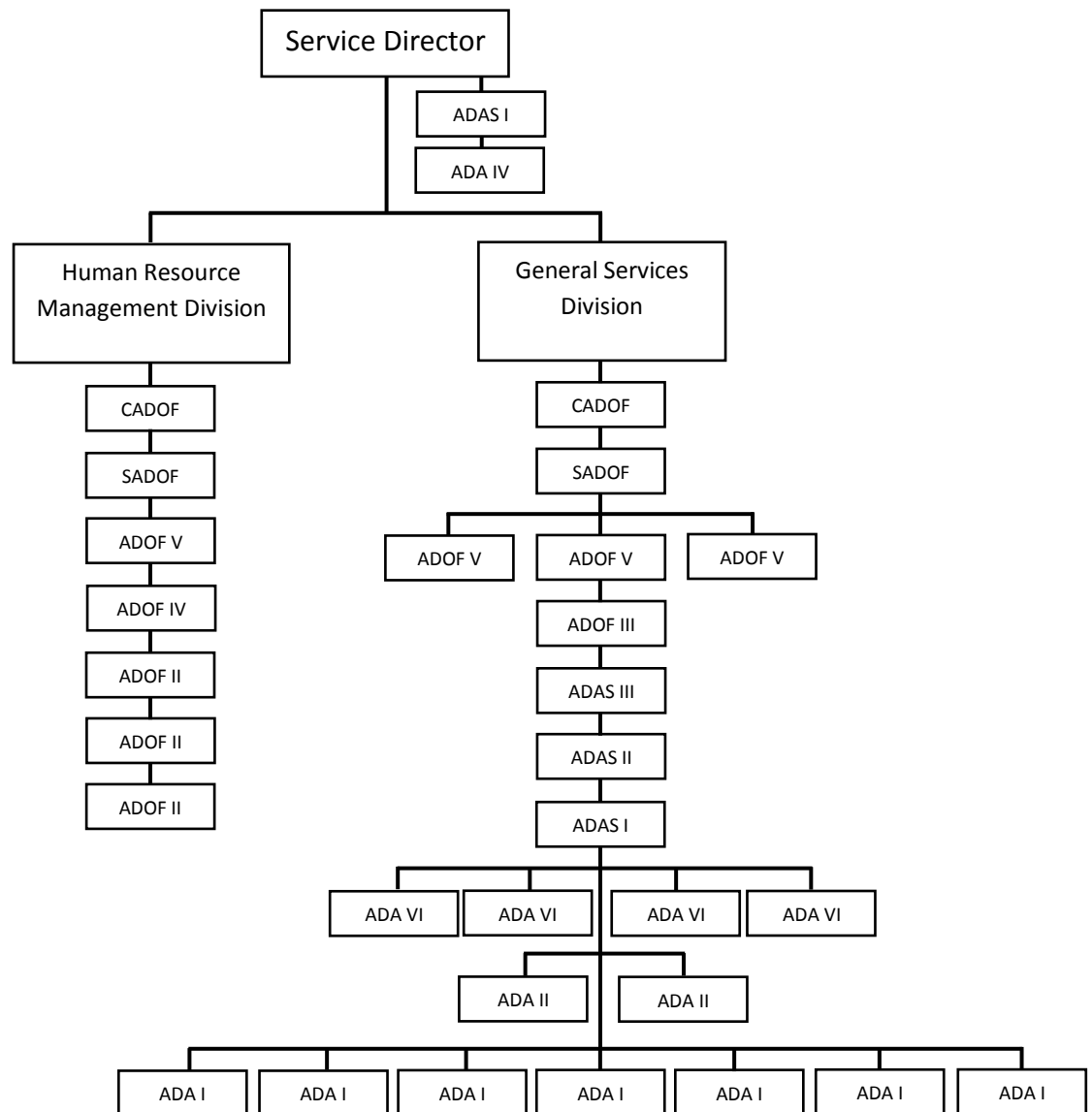
A. Functions:

1. Advise management on administrative policies;
2. Provide management with economical, efficient and effective services relating to personnel, records, supplies, equipment, office maintenance, security and custodial work;
3. Develop and administer personnel program including among others, selection and placement, training classification and pay, career and employee development, performance evaluation, employee relations and welfare (rewards, incentives, and other benefits) as well as act on all matters concerning appointments, promotions, transfers, attendance, leave of absence, redress and grievances and other personnel transactions;
4. Develop and maintain the records management program of the Commission;
5. Provide and coordinate office maintenance, security and messengerial services for the Commission;
6. Develop and implement the procurement and property management program of the Commission;
7. Coordinate and maintain linkages with government agencies and other institutions relative to its areas of concern; and
8. Prepare and submit reports required within the Commission and by other offices and agencies concerned.

B. Organizational Structure

The NCMF Administrative Services (AS) is composed of the following divisions to manage its operations, namely:

1. Human Resource Management Division
2. General Services Division



C. Procedures

	Output	Duration (Under Normal Circumstances)	OPR
1	Inventory Report of furniture and fixture.	Yearly	GSD

	property plant and equipment		
2	Monitoring Reports <ul style="list-style-type: none"> - Attendance (Daily & Flag Ceremony) - IPCR - Uniform & ID - 	Monthly Every end of Semester Weekly	HRMD
3	Accomplishment Reports	Quarterly	HRMD
4	Payrolls	Every 23 rd day of the current month	HRMD
5	Clearances	Retirement - 3days after receipt of request with complete requirements	HRMD
		Loans - 5mins after receipt of request	HRMD
		Transfer - 10 mins after receipt of request	HRMD
6	Certifications	Appearance- 2 min. upon Receipt of Request	HRMD
		Employment and Compensation -10 mins after receipt of request	HRMD
		No pending administrative case - 10 mins after receipt of request	HRMD
7	Service Records	Service Records - 10 mins after receipt of request	HRMD
8	Issuance	Appointments - Submitted to CSC within the prescribed period	HRMD
9	Claims	Terminal Leave	HRMD

Finance and Management Services

Mandate: (Article 11, section 12(b)-RA 9997)

“This service shall be responsible for providing the Commission with efficient and effective staff advice and assistance on budgeting, financial and management matters.”

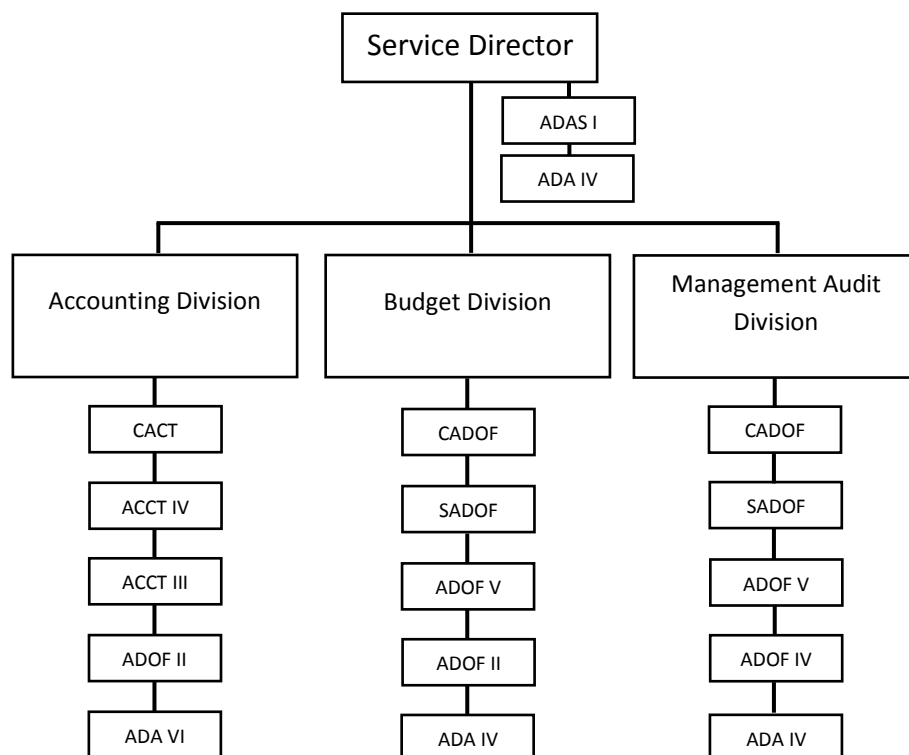
A. Functions:

1. Advice management on financial and management policies;
2. Provide the Commission with economical, efficient and effective services relating to budgetary, financial, management improvement and internal control matters;
3. Develop and implement management audit program towards increased efficiency, effectiveness and economy in operations, which includes, among others, organizations, methods and systems and prepare updates and integrated organization and manual of operations;
4. Prepare and administer the budget, allocate resources to the different regional branches of the Commission in accordance with established criteria and monitor the utilization of funds in relation with their performance;
5. Maintain accounting records, books of accounts, analyze and submit financial reports and statement of operations in accordance with existing accounting and auditing rules;
6. Provide efficient and accurate disbursement services for the Board; and
7. Prepare and submit reports required by other offices and agencies concerned.

B. Organizational Structure

The NCMF Finance and Management Services (FMS) is composed of the following divisions to manage its operations, namely:

1. Management Audit Division
2. Budget Division
3. Accounting Division



C. Operational Programs and Activities

	Output	Duration	OPR
1	Vouchers	Processed within the day when supporting documents are complete	MAD
2	Vouchers for Remittances	Processed every end of the month	MAD
3	Payrolls	Processed 3 days after receipt from HR	MAD
4	Purchase Orders	Processed 1 hour after receipt of approved POs	MAD
5	Sub Allotments	Processed 3 days after receipt of listing of personnel with corresponding amount from HR	MAD
6	Obligation Requests- Vouchers/POs/WOs	100% Processed Request for Personnel Service 1 day after receipt of list of personnel from the MAD	Budget
7	Sub Allotment (PS)	Processed Request for Personnel Service 1 day after receipt of list of personnel from the MAD	Budget
8	Sub Allotment (MOOE)	Processed Request for Monthly Operating and Other Expenses Every first week of the current month	Budget
9	Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB)	1 Report in every 10 th day of the ensuing month for 6 months 1 Reports in every 10 th day of the ensuing quarter for 2 quarters	Budget
10	Budget and Financial	3 Reports every 10 th day of the ensuing quarter	Budget

	Accountability Reports (BFARs)		
11	Budget Execution Documents (BEDs)	3 BEDs before end of November of the current year	Budget
12	Budget Proposal	1 Proposal per budget calendar	Budget
13	JEV prepared for Check Issuance	Prepared within the day	Accounting
14	Financial Reports	1 Trial Balance for every 10 th day of the ensuing month	Accounting
		1 Financial Statement (CO/RO) for every 10 th day of the ensuing month	
		Journals, CDJ ,CRJ,CHKDJ, BRS for every 10 th day of the ensuing month	
		Statement of c/a monthly for every 10 th day of the ensuing month	
		1 MGT comment on CAAR - 60 days after the receipt of CAAR from COA	
15	BIR Form No. 2316	1 Report every end of the year	Accounting
16	BFARs	3 Reports every 10 th day of the ensuing quarter	Accounting
17	Remittances	100% Remittances on <ul style="list-style-type: none"> • GSIS • TRA • HDMF • PHILHEALTH 	Accounting/ Cashier
		100% on issued checks/LDAPP within the day	
		100% Advice of checks/LDAPP Issued and cancelled within the day	
18	Report of Collections and Deposits (RCDs)	6 Report of collections and deposit for every 10 th day of the ensuing month	Cashier
19	Report of Checks Issued	1 Report of Checks and LDAPP issued every 10 th of the ensuing month	Cashier
20	RCIDDO	6 Report of collections and deposit for every 10 th day of the ensuing month	Cashier
21	Certifications	Issues certification of remittances paid on HDMF, GSIS, PhilHealth per request	Cashier

Planning Services

Under Article II, Section 12 of Republic Act No. 9997, the Planning Service of the National Commission on Muslim Filipinos is responsible for providing the Commission with efficient and effective staff services regarding planning, monitoring, and evaluation of programs and projects.

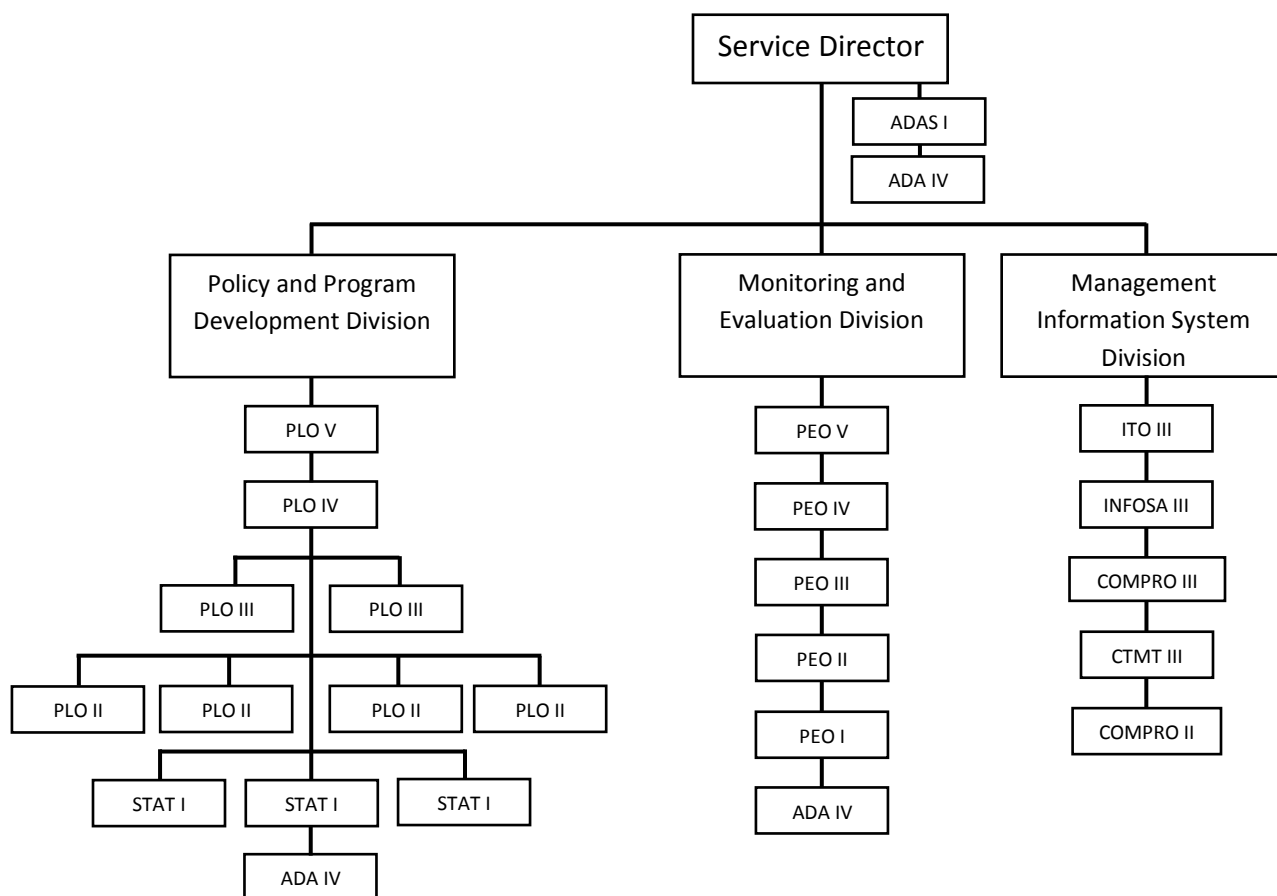
A. Functions:

1. Advice management on research and information policies;
2. Provide the Commission with efficient, effective and economical services relating to planning, programming, project development and evaluation, management information system, research, and studies on the Commission's programs, information, and publication;
3. Publish and disseminate necessary information and research studies to the public and/or agencies concerned;
4. Provide technical assistance in the formulation of short and long-range and annual plans and programs to the Commission;
5. Develop, maintain, update, and implement a management information system for the Commission;
6. Integrate the regular and annual reports of the Commission;
7. Assist in negotiating with international or bilateral agencies in carrying out the Commission's projects;
8. Coordinate and maintain linkages with research centers of other agencies, institutions and sectors on areas of concern; and
9. Prepare and submit reports required by other offices and agencies concerned.

B. Organizational Structure

The NCMF Planning Services (PS) is composed of the following divisions to manage its operations, namely:

1. Policy and Program Development Division
2. Project Evaluation and Monitoring Division
3. Management Information System Division



C. Operational Programs and Activities

	Output	Duration	OPR
1	Quarterly Accomplishment	Prepare quarterly report every 15 th of the ensuing quarter	MED/PPDD
2	Annual Accomplishment Reports	Prepare annual accomplishment report every 31 st of January of the ensuing year	MED/PPDD
3	Annual Budget Proposal	Prepare annual budget proposal 1 month before the Technical Budget Hearing of DBM	MED/PPDD
4	Project Proposal	Prepare 1 month prior to the conduct of the project	PPDD
5	Monitoring and Evaluation of PAPs	Conduct monitoring & evaluation during actual implementation of PAPs	MED
6	M&E Report	Prepare 1 week after the completion of the activity	MED
7	Capacity Building	Prepare proposal at least month prior to the conduct of the training	MED/PPDD
8	Strategic Planning	Conduct annual Strategic Planning every 4 th week of January of the current year	MED/PPDD
9	Memoranda	Prepare memorandum to concerned delivery units at least 1 month prior to the deadline of submission	MED/PPDD

Regional Offices and Field Offices

The Commission has strategically established Regional/Field/Sub-Offices to undertake its operation and provide services to Muslim Filipino communities all over the country.

A. Functions:

1. Implement laws, rules and regulations, policies, programs, standards, manual of operations and guidelines issued by the Commission within its jurisdiction;
2. Assist the Muslim Filipino communities on all undertakings relevant to the operations of the Commission, and concerned Bureaus and Staff Services of NCMF;
3. Coordinate and maintain linkages with bureaus, concerned sectors, and other government entities on matters relative to the functions and activities of the Commission;
4. Submit project proposals for final evaluation by concerned Bureaus/Services;
5. Prepare and submit regular/special reports of accomplishments to the Commission's Central Office; and
6. Perform other functions as directed by the Secretary.

B. Regional and Field Offices and Their Locations

To serve the Muslim Filipino Communities all over the country, the NCMF has Eleven (11) Regional Offices and Eight (8) Field Offices strategically located in the following areas with significant Muslim population, viz:

1. National Capital Region (NCR) – Quezon City
2. North Luzon – San Fernando City, Pampanga with Field Office in Baguio City
3. South Luzon – Taytay, Rizal with Field Office in Puerto Princesa, Palawan
4. Visayas – Cebu City
5. Zamboanga Peninsula – Zamboanga City
6. Sulu (BaSulTa) – Jolo, Sulu with Field Offices in Basilan and Tawi-Tawi

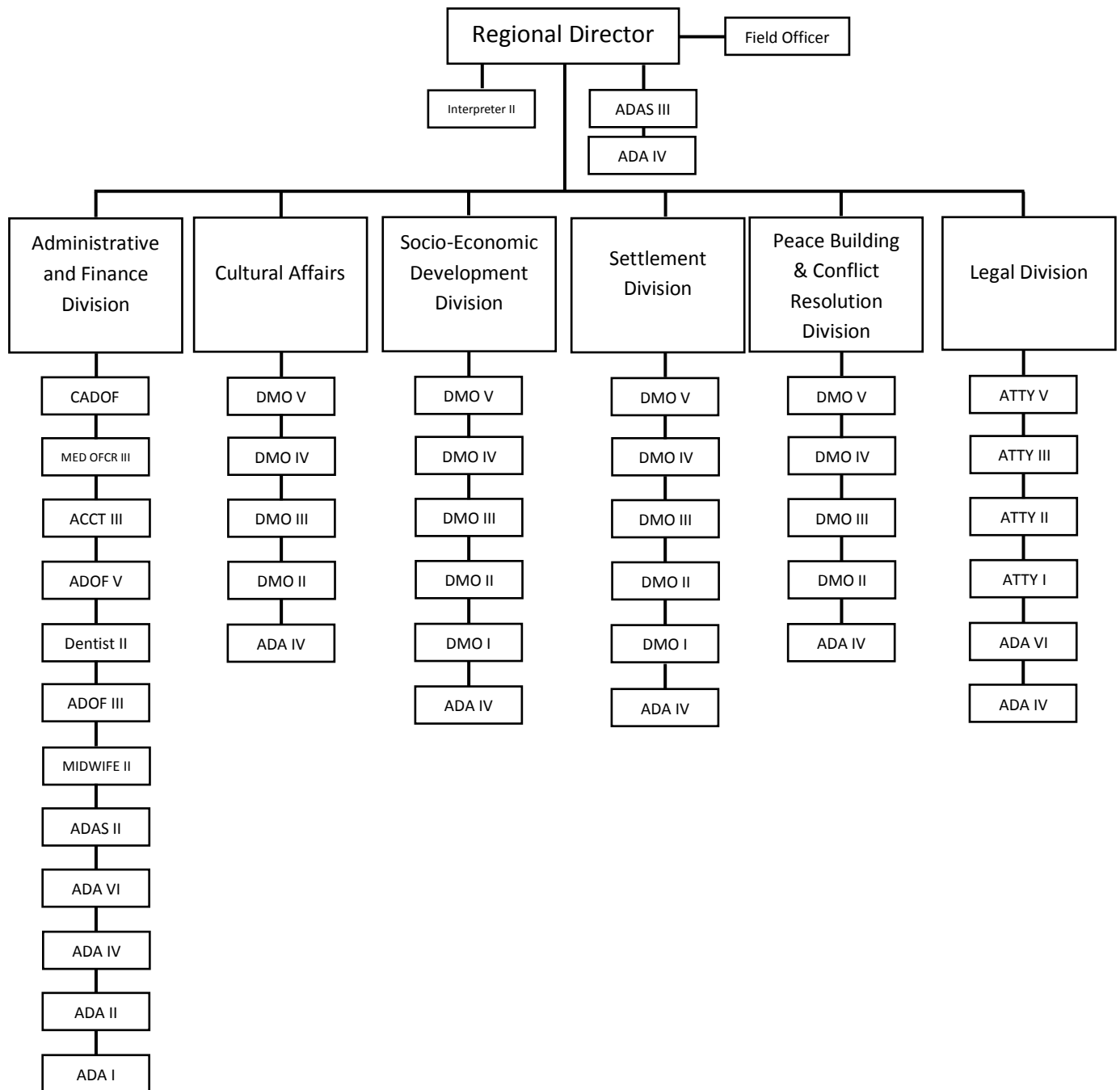
7. Northern Mindanao – Cagayan de Oro City with Field Office in Tubod, Lanao del Norte
8. Davao – Davao City with Field Office in Mati, Davao Oriental
9. Cotabato – Cotabato City with Field Office in General Santos City and Satellite Office in Koronadal City
10. Lanao del Sur– Marawi City
11. Caraga – Butuan City with Field Office in Tandag City, Surigao Del Sur

C. Organizational Structure

Each Regional Office is headed by a Regional Director with the following divisions, namely:

1. Administrative & Finance Division (AFD)
2. Cultural Affairs Division (CAD)
3. Socio-Economic Development Division (SEDD)
4. Settlement Division (SD)
5. Legal Division (LD)
6. Peace Building & Conflict Resolution Division (PBCRD)

Each Field Office is headed by a Field Officer.



GUIDELINES IN THE GRANT OF FINANCIAL ASSISTANCE TO MUSLIM FILIPINOS

In the interest of public service and to ensure the efficient utilization of public funds in the grant of financial assistance and effectively identify deserving Muslim Filipinos that can avail of such assistance, the following guidelines are hereby created as follows:

A. Selection and Preparation Processes:

1. The Commission, through the Office of the Secretary (OSEC) or the Office of the Regional Director (ORD) as the case maybe, shall administer and process the request for financial assistance where the circumstances of the requesting party are hereby indicated including the justifications of the request;
2. The OSEC/ORD shall administer the encoding and analysis of the request and validate the circumstances which shall be the basis of the action that may be taken by the Commission;
3. The OSEC/ORD shall forward the request to their respective Finance and Management Services (FMS) to ascertain the availability of funds and processing of said financial request.
4. The grant of financial assistance shall strictly comply with government accounting rules and regulations;
5. Requesting parties that have already availed of prior financial assistance from the Commission shall no longer be eligible in availing financial assistance for one year counted upon the date the financial request has been granted;

B. Documentary Requirements:

1. For Hospitalization/Medical Assistance:
 - a. Request Letter
 - b. Clinical Abstract and/or Medical Certificate with license/PTR No. of the attending physician Prescription (for medicine) Laboratory Request/Medical Procedures (recommended by the attending Physician)
 - c. Billing Statement (for hospital bill)
 - d. Social Case Study Report from LGU (optional)
 - e. Barangay Certification/Indigency/ any valid ID of the patient or his/her representative (e.g. driver's license, postal, school, voters and senior citizen ID)
 - f. Referral/Endorsement letter from legislator, if applicable.
2. For Burial Assistance:
 - a. Solicitation Letter
 - b. Registered Death Certificate
 - c. Permit to Transfer (transport of cadaver)

- d. Barangay Certificate/any valid ID
- e. Social Case Study report from Government Agency (optional)
- f. Referral/Endorsement Letter from legislator/Local Government Unit, if applicable

3. For Transportation Assistance

- a. Solicitation Letter
- b. Barangay Certification/Indigency/any valid ID
- c. Social Case Study Report from LGU (optional)
- d. Referral/Endorsement letter from legislator, if applicable

4. Educational Assistance

- a. Solicitation Letter
- b. Certificate of Enrollment
- c. Barangay Certification/Indigency/any valid ID
- d. Referral/Endorsement letter from legislator, if applicable
- e. Social Case Study Report (optional)

C. HOW TO AVAIL OF SERVICE:

Steps	Office-in-charge	Location
1. Submit a solicitation letter to the Office of the Secretary (OSEC) or Office of the Regional Director (ORD).	OSEC/ORD	Central Office /Regional Office
2. Interview/Assessment for the assistance needed.	OSEC/ORD	Central Office /Regional Office
3. Recommendation/Action taken for the assistance requested.	OSEC/ORD	Central Office /Regional Office
4. Review and Approval for the assistance being requested by the client.	OSEC/ORD	Central Office /Regional Office
5. Requesting client will receive the approved assistance whether financial / guarantee/ referral letter.	OSEC/ORD	Central Office /Regional Office
6. Requesting client to affix their signature as proof for the assistance given.	Financial Management Service	Central Office