



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS

COMMISSION EN BANC

Resolution No. 04, Series of 2023

**AN EN BANC RESOLUTION ON THE APPROVAL OF THE HAJJ
MANUAL**

WHEREAS, NCMF is dedicated to promoting peace and unity for Muslim Filipino by formulating timely policies and programs, and Hajj is one of the annual functions of the Commission;

WHEREAS, the Commission En banc requested through En Banc Resolution No. _____ series of 2022, the Bureau of Pilgrimage and Endowment (BPE) as it is primarily responsible for the administration of the annual Muslim pilgrimage to Mecca, Kingdom of Saudi Arabia, to craft a Hajj Manual for a smooth and efficient Hajj operation of the Commission;

WHEREAS, on the said resolution, a Technical Working Group was also created to ensure a more extensive and drafting of the said manual;

WHEREAS, upon serious thorough consultations of the TWG with the end users, including NCMF official and employees, Sheiks, travel agencies, airlines, external providers, Saudi policies, and other related stakeholders, the Hajj Manual was drafted;

WHEREAS, the said manual was also submitted to the Senate and House of Representatives' Committee on Office of Muslim Affairs, for their inputs and suggestions;


WHEREAS, upon the presentation of the final draft of the Hajj Manual to the Commission En Banc, two (2) manifestations were agreed upon to be inserted in the draft manual; namely: 1. "Mandatory inclusion of the Commissioners as part of the entourage when the NCMF Secretary is the appointed Amirul Hajj by the President of the Philippines, otherwise, the NCMF Secretary will write a recommendation letter to the Amirul Hajj stating the inclusion of the NCMF Commissioners in the entourage", and 2. "A representative among the Commissioners is mandatory to join the Hajj conference and discretionary in the Hajj procurement as an observer;"

WHEREAS, the 2023 Hajj process is now ongoing, the approval of the Hajj Manual is necessary;

WHEREFORE, BE IT RESOLVED, as it hereby resolved that the Commission *en banc* members do hereby approve the Hajj Manual to serve as the guidelines to be applied and implemented during the conduct of the hajj operations and activities of the Commission;

APPROVED AND SIGNED by the undersigned Commissioners, this 01 FEB of 2023 at Quezon City, Philippines.

Prepared by:


ZAIRAH L. TING
En banc Secretariat

Noted by:



ATTY JEHAN-JEHAN A. LEPAIL
Deputy Executive Director

Approved:



GUILING A. MAMONDIONG
Secretary


SAMER M. ALLONG
Commissioner


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Commissioner


DALISAY N. MACADAWAN
Commissioner



Atty. **MICHAEL M. MAMUKID**
Commissioner


YUSOPH J. MANDO
Commissioner


ISMAEL V. MASTURA
Commissioner


DRA. ANNA KHARIMA B. MINDALANAO-LAO
Commissioner


JAMAL S. MUNIB
Commissioner

Attested by

TAHIR S. LIDASAN, JR., CESO II
Executive Director

