

Mīthāq al-Mū-aṭīn

CITIZEN'S CHARTER

Regional Darul-Ifta' - ARMM

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Regional Darul-Ifta'

Autonomous Region in Muslim Mindanao

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Foreword

Assalamu 'alaykum (Greetings of Peace!)

The Regional Darul-Ifta' (RDI) in the Autonomous Region in Muslim Mindanao (ARMM) exists to serve the ummat (communities) in the region through its seven core mandates. This Mīthāq al-Mū-aṭīn or Citizen's Charter represents another way of operationalizing these mandates. The development of the Citizen's Charter is in compliance with Republic Act No. 9485, otherwise known as an "Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Thereof" (Anti-Red Tape Act of 2007).

RDI-ARMM is the latest local agency established by ARMM and is just in existence for merely three (3) years and 2017 is the year that the legal process of its establishment has been completed with the publication and signing into law of its Implementing Rules and Regulations (IRR). Thus, all its certification services shall be initially lodged, processed and released at the Regional Office while accountability measures and efficient mechanisms are being worked out for its provincial offices to be able to lodge, process and release at all its provincial offices.

As the first version, it is expected that RDI will also drag feedback so that the services to the public can be improved in terms of access, quality and efficiency.

A final word on the certification process: Criteria have been clearly set to define its intent and clarify who qualifies for it; requirements are enumerated and simplified as documentary basis for the issuance and a maximum 5-step procedure is observed to culminate the process in the minimum possible time.

In RDI-ARMM, aside from viewing our tasks from the legal point of view; additionally we take on a moral lens when we say, "ang trabaho ko ay amal saleeh (good deed) ko"!



ALEEM ABDULMUHAMMIN MUJAHID
Executive Director



DR ABOULKHAIR TARASON
Regional Mufti

The Regional Darul-Ifta' Mandates

Pursuant to Section 10, Rule 4 of the IRR, the RDI shall be guided by the following mandates in the performance of its duties and functions and in the formulation of its policies, projects and projects. The summary of these seven mandates is reflected in Figure 1.

1. **Ifta'**: Promulgate and issue fatawa (legal opinions) pertaining to the whole breath of Islamic jurisprudence, from the ibadat to mu'ammalat. In formulating legal opinions, the Regional Darul Ifta' shall consider the universally accepted methodology and the reality that the autonomous region is part of a larger secular republic;
2. **Irshad**: Provide moral and spiritual leadership and guidance through continuing struggle (mujahadah) and transformation of the Bangsamoro Muslim community, and to steer them towards the realization of a "community of moderation" (Ummatan Wasatan) and "mercy to humankind" (Rahmatan Lil 'Alameen);
3. **Hiwar**: Lead in the promotion of intra and inter-faith dialogues for the purpose of attaining peaceful and harmonious co-existence;
4. **Mustashar**: Advise and serve as consultant to the Autonomous Regional Government, such as the Office of the Regional Governor and the Regional Legislative Assembly, pertaining to Islamic laws, Islamic jurisprudence; and serve as the "religious guide" (spiritual or moral) of ARMM leaders, bureaucrats and professionals, including those in the local government units;
5. **Tadween**: Establish a system of unifying, standardizing, supporting and improving fatawa (legal opinions) and compiling khutabah, fatawa, and Islamic laws;
6. **Ta'awoon**: Work, collaborate and cooperate with the following:
 - 6..1. International bodies, such as the International Fiqh Academy of the Organization of Islamic Cooperation (OIC) and other Darul Ifta' bodies and/or religious affairs institutions overseas;

- 6..2. National bodies, such as Office of the Jurisconsult and Shari'ah Courts, National Commission on Muslim Filipinos (NCMF);
 - 6..3. Regional bodies such as Regional Human Rights Commission (RHRC-ARMM), Regional Reconciliation and Unification Commission (RRUC), Regional Commission on Bangsamoro Women (RCBW-ARMM), Bureau of Madaris Education (BME); and
 - 6..4. Local bodies such as Majlisul A'la, A'immah, Khutaba'; on matters of mutual interest and benefits, such as, but not limited to, Halal business, marriages and Hajj (pilgrimage). Furthermore, the Regional Darul Ifta' shall work with the local Ulama and A'immah to ensure that there is only one Darul Ifta' Office in each province of ARMM.
7. **Taqweem:** Institutionalize year-round, region-wide system of lunar crescent-sighting as a basis for determining the start and end of the lunar months of the Hijrah Calendar, especially Sha'ban, Ramadan, Shawwal and Dhul-Hijjah, consistent with Islamic prescription and scientific calculation; and in the declaration of Islamic religious feasts such as, but not limited to, Eidil Fitr, Eidil Adha, PD 1083 (Code of Muslim Personal Laws of the Philippines), RA 9054 (Expanded Organic Act for the Autonomous Region in Muslim Mindanao), RA 9177 (An Act Declaring the 1st day of Shawwal, the 10th Month of the Islamic Calendar, a National Holiday for the purpose of observing Eid ul Fitr), RA 9849 (An Act Declaring the 10th of Zhul-Hijja, the 12th Month of the Islamic Calendar, a National Holiday for the Observance of the Eidul Adha), and other relevant laws.

Figure 1 - RDI-ARMM's Seven-Mandate Summary



Vision and Mission Statement

VISION

“God-fearing and progressive ummah in the ARMM”

MISSION

1. To promote human solidarity (at-Taḍāmun al-Insāniyyu) towards common good (Maslahah ‘ammah).
2. To uphold Rule of Law (Qawā'idul Qānūn) through Islamic jurisprudence (al-Faḡhul Islāmiyyu).
3. To strengthen Islamic guidance and advocacy (al-Tawjihul Islamiyyu wad Da'iwah).
4. To mobilize ulama for peace and development (Úlama lis-Salām wat- Tanmiyyah) in the region.

Core Values and Performance Pledge

Core Values	Performance Pledge
Ikhlas (Sincerity)	We will serve with sincerity and dedication for the sake of Allah SWT.
Fiqh (Knowledge)	We will use office knowledge for common good.
Taqwa (God-consciousness)	We will be God-conscious and uphold our demeanor according to the Sunnah.
Amanah (Trust)	We will keep in mind and through our heart (qalb) and action (action) that public office is a trust and accountability.

In Shā Allah (By the will and grace of Allah SWT!)

Feedback and Redress Mechanism

Please let us know how we may serve you better through any of the following modes:

1. Accomplish our Feedback Form available in the offices and put this the drop box at the Public Assistance and Complaints (Information) Desk.
2. Send your feedback through e-mail entitled "Feedback" through rdiarmm@gmail.com
3. Text us through SMS with the header "Feedback" to (+63)-917-639-0938.
4. Talk to our Duty Officer or our Communication Officer if you are not satisfied with the former.

We are grateful in advanced for helping us continuously improve our services.

The following are certification to be issued by the Regional Darul-Ifta' ARMM as part of its supervisory function over the religious professionals (ulama, foreign and local graduates) and religious institutions. The exercise of this supervisory function shall be in partnership with and through delineation of the functions of the Bureau of Madrasah Education (BME) – ARMM, National Commission on Muslim Filipinos (NCMF), Department of Trade and Industry (DTI) and other government agencies.

The RDI-ARMM certification services are as follows:

1. Certification for Chaplaincy

This is for those seeking lateral entry through the Chaplaincy Program of the Armed Forces of the Philippines (AFP) and the Philippine National Police (PNP). This certificate will only be issued for those who have graduated at least a Madrasah Ibtida-i (primary education) program in any locally-known madrasah and passed the required interview about the fundamental beliefs and observance of tartib (protocols) pertaining to the testimony of faith (shahadatayn), obligatory and congregation prayer (salat), administration of charities (zakat), performance of fasting (sawm) and pilgrimage (hajj); as well as conduct of aqiqah (baptism), nikah (wedding); bathing of the deceased, prayer and burial (janazah), and similar other rituals required of a chaplaincy function.

2. Certification for Overseas Scholarship

This is for those seeking admission and or scholarship for college religious education in overseas universities. This certificate will only be issued for those who have graduated at least a Madrasah Thanawi (secondary education) or completed a Markaz-based hafidz program (Qur'an memorization); and passed the random Qur'an memorization and conversational Arabic tests.

As a matter of policy, RDI-ARMM reserves the following rights:

1. Temporarily refused to issue this certificate where there is known armed conflict or active hostility in the country where the admission or scholarship is offered.
2. Encourage the applicant to pursue much-needed expertise which are in limitedly available within the ulama sector, such as Tarbiyah (Education), Lugatul-Arabiyyah (Arabic Language)

3. In areas where a bigger concentration of kulliyah education is evident, RDI-ARMM shall encourage pursuing graduate programs such as majistir (master's) and dukturah (doctoral).
4. RDI-ARMM shall be proactive in encouraging the distribution of scholarship slots to other Moro ethnolinguistic groups where the ulama presence is small or nil.

3. Certification for Hajj Shaykh

This certification is issued to those seeking to get a career as a hajj shaykh (pilgrimage leader). The RDI-ARMM observes a three-tier certification for mashaykh:

1. Level 1 Certificate is issued to all incumbent mashaykh as a form of amnesty to comply with the RDI-ARMM's minimum Qualification Standards (QS) for Mashaykh.
2. Level 2 Certificate is issued to incumbent and new mashaykh who have met the RDI-ARMM's minimum Qualification Standards (QS) for Mashaykh.
3. Level 3 Certificate is issued to Level 2 holders only and who have attended formal continuing professional education (CPE) for mashaykh at least once every two years.

RDI-ARMM through its provincial offices, assemblies, network of organizations and activities will actively advocate to the Muslim public to avail only of accredited hajj mashaykh to insure the former's hajj performance is based on the teachings of the Qur'an and Sunnah and agreed upon operational standards.

4. Certification for Imamah

This certification is issued to those seeking to get a career as imam (mosque leader). The RDI-ARMM observes a three-tier certification for a'immah:

4. Level 1 Certificate is issued to all incumbent a'immah as a form of amnesty to comply with the RDI-ARMM's minimum Qualification Standards (QS) for A'immah.
5. Level 2 Certificate is issued to incumbent and new a'immah who have met the RDI-ARMM's minimum Qualification Standards (QS) for A'immah.
6. Level 3 Certificate is issued to Level 2 holders only and who have attended formal continuing professional education (CPE) for mashaykh at least once every two years.

Note: How about Bilal, Khatib, Kuntum and other mosque functionaries?

5. Certificate for Masjid Registry

The endview of this certification is to have a database of all masjid (mosques) and musallah (prayer halls) in Bangsamoro. The database is also expected to serve as a clearinghouse for all future development of these masjid and musallah and ensure they are constructed, endowed, managed, supervised and sustained through agreed standards. This will also ensure mosque construction, regardless of fund sources, are placed strategically and above and transcend political, ethnic or familial quarrels in the locally.

The RDI-ARMM as a general rule observes the following:

1. **Provincial Central Mosque** - A province should only have one designated provincial mosque located in the provincial capital.
2. **Municipal/City Central Mosque** - A municipality/city should only have one designated municipal mosque located in the municipal town/city center.
3. **Barangay Central Mosque** - A barangay should only have one designated barangay mosque located in the barangay poblacion.
4. **Sitio Musallah** - Distant sitios may have their own mosque to be called Musallah and congregants are encouraged to attend Friday jum'ah and Eid prayers at the barangay mosque where physically possible.

RDI-ARMM in setting up these four (4) geo-structural standards will work with the local umara and ulama and other stakeholders in the Muslim community through the Provincial Darul-Ifta' Assembly.

All application for Masjid registry requires consultation with the Masjid's officers and jama'ah (congregants) and RDI-ARMM will have to insure an ijma' has been reach towards this effect. Where there is no consensus, RDI-ARMM will delay registration.

All accredited masjid and musallah will be made public by the RDI-ARMM and Muslim jama'at (congregants) will be encouraged to avail their services.

6. Certificate for Waqf (Endowment) Registry

This certificate is issued for bequeathed properties or assets. Waqf is considered sadaqah jariyyah (recurring or ongoing charity), a voluntary charitable endowment, from ones' personal belongings or wealth in the form of cash or property for shariah compliant causes, thus its purpose should be pious, religious and charitable.

This certification can also be used for tax deduction or exemption for donations made for charitable purposes. Waqf properties fall under this category. Under the BIR Revenue Memorandum Circular 86-2014, donor must submit a Certificate of Donation (BIR Form 2322), which contains a done certification and a donor's statement of values. For this purpose, the RDI-ARMM shall work with BIR before any certificate be issued.

Consistent with the Shari'ah jurisprudence on waqf, the following elements should be known and observed:

1. **Waqif:** The donor is identified, *baligh (independent)*, equipped with intellect understanding and is willingly pleased (*ridha*) to Wakaf one's property. The wakif is qualified financially to donate his property out of one's voluntary will and is not forced to do so.
2. **Mawquf:** The wakaf property/properties is objectified i.e. in the form of a property or is not valid otherwise. The property owned by the donor, endowed to benefit or to serve an interest, transferable, i.e. can be used forever; and permitted under Islamic Law for waqf.
3. **Mawquf Alayh:** The beneficiaries of the wakaf, whether a specific recipient or more, is clearly identified and stated. Non-specific recipients maybe endowed to specific groups such as the poor or travellers.
4. **Sighah:** Statements of wakaf is understood in the following modes:
 1. *Akad* is a word that can be understood or written for a particular purpose of Wakaf. *Akad* is required to confirm the Wakaf.
 2. Utterances (*lafaz*) of *akad* are divided into two:
 - a. **Soreh** - a clear pronouncement with specific meanings such as "*I intend to Wakaf my house for the poor.*"
 - b. **Kinayah** - a pronouncement that brings many purposes such as, "*My assets are for charity to the poor.*"

7. Certificate of Accreditation of Individual Halal Certifiers

Halal certification is more than a technical process. It is a technical process based on a religious ruling, thus, religious education background is required of all certifiers.

This RDI-ARMM Certificate shall be issued only to those with combined qualification of the minimum religious education background and had attended technical training on halal certification from a reputable organization. All submitted technical training certification shall be subject to validation and anyone involved in fraudulent activities shall be included in the "black list".

The RDI-ARMM certification focus on individual qualification and is different from the halal certification entities accredited by the National Commission on Muslim Filipinos (NCMF) and the Department of Trade and Industry (DTI).

Note: How about Shari'ah-compliant business certification?

8. Certificate for Aleem/Aleemah Registry

This certification is issued to those graduate of formal overseas acholarship either in North Africa, the Middle East, South Asia and South East Asia.

Considered religious education are degrees on Qur'an, Ahadith/Sunnah, Usuluddin, Shari'ah/Fiqh, religion-based Tarbiyyah and Lugatul-Arabiyyah.

The RDI-ARMM observes a four-tier certification for ulama:

- **Level 1 (Overseas Short Course Religious Trainee)** - Certificate is issued to an aleem or aleemah who has completed an overseas formal religious training or course but less than a full-fledged kulliyah degree; provided s/he had obtained at least a thanawi diploma prior to the overseas exposure.
 - **Level 2 (Overseas Religious Kulliyah Degree-holder)** - Certificate is issued to an aleem or aleemah who has obtained and graduated from a full-fledged kulliyah degree.
 - **Level 3 (Overseas Religious Majistir Degree-holder)** - Certificate is issued to an aleem or aleemah who has completed and graduated from a full-fledged majistir degree.
 - **Level 4 (Overseas Religious Dukturah Degree-holder)** - Certificate is issued to an aleem or aleemah who has completed and graduated from a full-fledged dukturah degree.
2. RDI-ARMM upholds and expect highest standard of propriety and honesty among the ulama. Anyone found misrepresenting or forwarding fake credentials will be included in the black list, either on temporary or perpetual basis.

8. Certificate for Ustadz/Ustadza Registry

This certification is issued to those graduate of formal Madrasah education locally.

The RDI-ARMM observes a four-tier certification for ulama:

- **Level 1 (Local Thanawi Graduate)** - Certificate is issued to an ustadz or ustadza who has completed thanawi or hafidz diploma from a local and reputable madrasah, ma'had or markaz.
- **Level 2 (Overseas Religious Majistir Degree-holder)** - Certificate is issued to an ustadz or ustadza who has completed obtained and graduated from a full-fledged kulliyah degree from a local and reputable ma'had, kulliyah or jami'ah.
- **Level 3 (Overseas Religious Majistir Degree-holder)** - Certificate is issued to an ustadz or ustadza who has completed and graduated a full-fledged majistir degree from a local and reputable kulliyah or jami'ah.

- **Level 4 (Local Religious Dukturah Degree-holder)** - Certificate is issued to an ustadz or ustadza who has completed and graduated a full-fledged dukturah degree from a local and reputable kulliyah or jami'ah.

RDI-ARMM upholds and expect highest standard of propriety and honesty among the ulama/asatidz. Anyone found misrepresenting or forwarding fake credentials will be included in the black list, either on temporary or perpetual basis.

Table 1- Comparison between Local and Overseas Religious Education

Local (Asatidz)	4-Tier Certification	Overseas (Ulama)
Thanawi Graduate	Level 1	Local thanawi graduate and attended short course religious training
Kulliyah degree	Level 2	Kulliyah degree
Majistir degree	Level 3	Majistir degree
Dukturah degree	Level 4	Dukturah degree

Criteria, Requirements and Standard Procedures

In the initial year of implementation, all services will be done at the Regional Office. Application from the provinces shall be forwarded to the Regional Office. The interview for provincial applicant shall be undertaken by either the Provincial Mufti or Deputy Provincial Mufti. No provincial interview will be allowed to undertake the interview in the initial year of implementing this Citizen's Charter.

1. Certification for Chaplaincy

Criteria	Requirements	Procedure	Processing Time	In-Charge
Ibtida-i graduate	Present Ibtida-i diploma Pass the interview Pay registration fee: P150	1. Fill up Application Form 1 (Chaplaincy) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
		2. Submit application and required documents and pay application fee. Make sure you get an official receipt. Please note, application is for processing, not a guarantee for issuance of certificate.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appear for personal interview. If the applicant fails the interview, no certification will be issued.	Interview time: 1 hour maximum	Interview: Division Chief
		4. Wait for a day processing. Failed interview should be forwarded to ED for automatic appeal.	Certificate production: 15 mins Signature: 15 mins	Certificate production: IT Staff Signature: Executive Director
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

2. Certification (Endorsement for Overseas Study)

Criteria	Requirements	Procedure	Processing Time	In-Charge
Thanawi or hafidz graduate	Present Thanawi or hafidz diploma Pass the interview Pay Registration Fee: P150	1. Fill up Application Form 2 (Overseas Study) available at the information desk and attach requirement	Filling up application form: 15 mins	Front Desk Officer
		2. Submit application and required documents and pay application fee. Make sure you get an official receipt. Please note, application is for processing, not a guarantee for issuance of certificate.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appeal for personal interview. If the applicant fails the interview, no certification will be issued.	Interview time: 1 hour maximum Certificate production: 15 mins	Interview: Division Chief Certificate production: IT Staff
		4. Wait for a day processing. Failed interview should be forwarded to ED for automatic appeal.	Signature: 15 mins	Signature: Executive Director
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

3.1. Certification for Hajj Shaykh (Level 1)

Criteria	Requirements	Procedure	Processing Time	In-Charge
Incumbent Hajj Shaykh	Present NCMF Certification	1. Fill up Application Form 3.1 (Hajj Shaykh – General Amnesty) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
	Pass the interview			
	Pay registration fee: P150	2. Submit application and required documents and pay application fee. Make sure you get an official receipt.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appear for personal interview.	Interview time: 1 hour maximum	Interview: Division Chief
		4. Wait for document processing.	Certificate production: 15 mins Signature: 15 mins	Certificate production: IT Staff Signature: Executive Director
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

3.2. Certification for Hajj Shaykh (Level 2)

Criteria	Requirements	Procedure	Processing Time	In-Charge
Ibtida-i graduate	Present Ibtida-i diploma	1. Fill up Application Form 3.2 (Hajj Shaykh with Minimum QS) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
	Pass the interview	2. Submit application and required documents and pay application fee. Make sure you get an official receipt. Please note, applicaton is for processing, not a guarraantee for issuance of certificate.	Submit forms and payment: 15 mins.	Cashier
	Pay registration fee: P150	3. Wait and appear for personal interview. If the applicant fails the interview, no certificaton will be issued.	Interview time: 1 hour maximum	Interview: Division Chief
		4. Wait for a day processing. Failed interview should be forwarded to ED for automatic appeal.	Certificate production: 15 mins Signature: 15 mins	Certificate production: IT Staff Signature: Executive Director
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

3.3. Certification for Hajj Shaykh (Level 3)

Criteria	Requirements	Procedure	Processing Time	In-Charge
Level 2 Certification Attended Hajj Mashaykh CPE	Present Level 2 Certification and CPE certificate Pass the interview Pay registration fee: P150	1. Fill up Application Form 3.3 (Hajj Shaykh with CPE) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
		2. Submit application and required documents and pay application fee. Make sure you get an official receipt. Please note, application is for processing, not a guarantee for issuance of certificate.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appear for personal interview. If the applicant fails the interview, no certification will be issued.	Interview time: 1 hour maximum	Interview: Division Chief
		4. Wait for a day processing. Failed interview should be forwarded to ED for automatic appeal.	Certificate production: 15 mins Signature: 15 mins	Certificate production: IT Staff Signature: Executive Director
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

4.1. Certification for Imamah (Level 1)

Criteria	Requirements	Procedure	Processing Time	In-Charge
Incumbent Imam	Present certificate by Masjid management board Pass the interview Pay registration fee: P150	1. Fill up Application Form 4.1 (Imam – General Amnesty) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
		2. Submit application and required documents and pay application fee. Make sure you get an official receipt.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appear for personal interview.	Interview time: 1 hour maximum Certificate production: 15 mins Signature: 15 mins	Interview: Division Chief Certificate production: IT Staff Signature: Executive Director
		4. Wait for document processing.		
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

4.2. Certification for Imamah (Level 2)

Criteria	Requirements	Procedure	Processing Time	In-Charge
Ibtida-i graduate	Present Ibtida-i diploma Pass the interview Pay registration fee: P150	1. Fill up Application Form 4.2 (Imam with Minimum QS) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
		2. Submit application and required documents and pay application fee. Make sure you get an official receipt. Please note, application is for processing, not a guarantee for issuance of certificate.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appear for personal interview. If the applicant fails the interview, no certification will be issued.	Interview time: 1 hour maximum	Interview: Division Chief
		4. Wait for a day processing. Failed interview should be forwarded to ED for automatic appeal.	Certificate production: 15 mins Signature: 15 mins	Certificate production: IT Staff Signature: Executive Director
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

4.3. Certification for Imamah (Level 3)

Criteria	Requirements	Procedure	Processing Time	In-Charge
Level 2 Certification Attended A'imamah CPE	Present Level 2 Certification and CPE certificate Pass the interview Pay registration fee: P150	1. Fill up Application Form 4.3 (Imam with CPE) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
		2. Submit application and required documents and pay application fee. Make sure you get an official receipt. Please note, application is for processing, not a guarantee for issuance of certificate.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appear for personal interview. If the applicant fails the interview, no certification will be issued.	Interview time: 1 hour maximum	Interview: Division Chief
		4. Wait for a day processing. Failed interview should be forwarded to ED for automatic appeal.	Certificate production: 15 mins Signature: 15 mins	Certificate production: IT Staff Signature: Executive Director
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

5.1. Certificate for Masjid Registry (Central Mosque Category)

Criteria	Requirements	Procedure	Processing Time	In-Charge	
Mosque is existing and strategically located to be designated as a central mosque (provincial, municipal, city, barangay)	Present Mosque credentials	1. Fill up Application Form 5.1 (Central Mosque Category) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer	
	Pass the inspection	2. Submit application and required documents and pay application fee. Make sure you get an official receipt. Please note, application is for processing, not a guarantee for issuance of certificate.	Submit forms and payment: 15 mins.	Cashier	
	Pay registration fee: P300	3. Wait and appear for personal interview. If the applicant fails the interview, no certificate will be issued.	Investigation and Inspection: 2 weeks maximum	Certificate production: 15 mins Signature: 15 mins	Background investigation and ocular inspection: Concerned Provincial Office
		4. A 2-week period (maximum) is needed for RDI's background investigation and ocular inspection.	Certificate production: 15 mins		Certificate production: IT Staff
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Signature: Executive Director	

5.2. Certificate for Masjid Registry (Musallah Category)

Criteria	Requirements	Procedure	Processing Time	In-Charge	
Musallah is existing and strategically located in the community	Present Musallah credentials	1. Fill up Application Form 5.2 (Musallah Category) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer	
	Pass the inspection	2. Submit application and required documents and pay application fee. Make sure you get an official receipt. Please note, application is for processing, not a guarantee for issuance of certificate.	Submit forms and payment: 15 mins.	Cashier	
	Pay registration fee: P300	3. Wait and appear for personal interview. If the applicant fails the interview, no certificate will be issued.	Investigation and Inspection: 2 weeks maximum	Certificate production: 15 mins Signature: 15 mins	Background investigation and ocular inspection: Concerned Provincial Office
		4. A 2-week period (maximum) is needed for RDI's background investigation and ocular inspection.	Certificate production: 15 mins Signature: 15 mins		Certificate production: IT Staff Signature: Executive Director
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer	

6. Certificate for Waqf (Endowment) Registry

Criteria	Requirements	Procedure	Processing Time	In-Charge
Waqf is existing	Present Waqf credentials	1. Fill up Application Form 6 (Waqf) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
	Pass the inspection	2. Submit application and required documents and pay application fee. Make sure you get an official receipt. Please note, applicaton is for processing, not a guarraantee for issuance of certificate.	Submit forms and payment: 15 mins.	Cashier
	Pay registration fee: P300	3. Wait and appear for personal interview. If the applicant fails the interview, no certificaton will be issued.	Investigation and Inspection: 2 weeks maximum	Background investigation and ocular inspection: Concerned Provincial Office
		4. A 2-week period (maximum) is needed for RDI's background investigation and ocular inspection.	Certificate production: 15 mins Signature: 15 mins	Certificate production: IT Staff Signature: Executive Director
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

7. Certificate of Accreditation of Individual Halal Certifiers

Criteria	Requirements	Procedure	Processing Time	In-Charge
Ibtida-i graduate Attended halal certification training	Present Ibtida-i diploma and halal certification training certificate Pass the interview Pay registration fee: P150	1. Fill up Application Form 7 (Individual Halal Certifier) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
		2. Submit application and required documents and pay application fee. Make sure you get an official receipt.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appear for personal interview.	Interview time: 1 hour maximum Certificate production: 15 mins Signature: 15 mins	Interview: Division Chief Certificate production: IT Staff Signature: Executive Director
		4. Wait for document processing.		
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

8.1. Certificate for Aleem/Aleemah Registry (Level 1)

Criteria	Requirements	Procedure	Processing Time	In-Charge
Graduate of local thanawi Attended overseas short course religious training program	Present local thanawi diploma and overseas short course religious training certificate Pass the interview Pay registration fee: P150	1. Fill up Application Form 8.1 (Aleem/Aleemah Registration – Overseas Short Course Religious Training Graduate) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
		2. Submit application and required documents and pay application fee. Make sure you get an official receipt.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appear for personal interview.	Interview time: 1 hour maximum Certificate production: 15 mins Signature: 15 mins	Interview: Division Chief Certificate production: IT Staff Signature: Executive Director
		4. Wait for document processing.		
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

8.2. Certificate for Aleem/Aleemah Registry (Level 2)

Criteria	Requirements	Procedure	Processing Time	In-Charge
Graduate of overseas religious kulliyah degree	Present religious kulliyah degree credentials Pass the interview Pay registration fee: P150	1. Fill up Application Form 8.2 (Aleem/Aleemah Registration – Overseas Religious Kulliyah Degree Graduate) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
		2. Submit application and required documents and pay application fee. Make sure you get an official receipt.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appear for personal interview.	Interview time: 1 hour maximum Certificate production: 15 mins Signature: 15 mins	Interview: Division Chief Certificate production: IT Staff Signature: Executive Director
		4. Wait for document processing.		
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

8.3. Certificate for Aleem/Aleemah Registry (Level 3)

Criteria	Requirements	Procedure	Processing Time	In-Charge
Graduate of overseas religious majistir degree	Present religious majistir degree credentials Pass the interview Pay registration fee: P150	1. Fill up Application Form 8.3 (Aleem/Aleemah Registration – Overseas Religious Majistir Degree Graduate) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
		2. Submit application and required documents and pay application fee. Make sure you get an official receipt.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appear for personal interview.	Interview time: 1 hour maximum Certificate production: 15 mins Signature: 15 mins	Interview: Division Chief Certificate production: IT Staff Signature: Executive Director
		4. Wait for document processing.		
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

8.4. Certificate for Aleem/Aleemah Registry (Level 4)

Criteria	Requirements	Procedure	Processing Time	In-Charge
Graduate of overseas religious dukturah degree	Present religious dukturah degree credentials Pass the interview Pay registration fee: P150	1. Fill up Application Form 8.4 (Aleem/Aleemah Registration – Overseas Religious Dukturah Degree Graduate) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
		2. Submit application and required documents and pay application fee. Make sure you get an official receipt.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appear for personal interview.	Interview time: 1 hour maximum Certificate production: 15 mins Signature: 15 mins	Interview: Division Chief Certificate production: IT Staff Signature: Executive Director
		4. Wait for document processing.		
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

9.1. Certificate for Aleem/Aleemah Registry (Level 1)

Criteria	Requirements	Procedure	Processing Time	In-Charge
Graduate of local thanawi Attended overseas short course religious training program	Present local thanawi diploma and overseas short course religious training certificate Pass the interview Pay registration fee: P150	1. Fill up Application Form 9.1 (Ustadz/Ustadza Registration – Short Course Religious Training Graduate) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
		2. Submit application and required documents and pay application fee. Make sure you get an official receipt.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appear for personal interview.	Interview time: 1 hour maximum Certificate production: 15 mins Signature: 15 mins	Interview: Division Chief Certificate production: IT Staff Signature: Executive Director
		4. Wait for document processing.		
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

9.2. Certificate for Ustadz/Ustadza Registry (Level 2)

Criteria	Requirements	Procedure	Processing Time	In-Charge
Graduate of local religious kulliyah degree	Present religious kulliyah degree credentials Pass the interview Pay registration fee: P150	1. Fill up Application Form 9.2 (Ustadz/Ustadza Registration – Religious Kulliyah Degree Graduate) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
		2. Submit application and required documents and pay application fee. Make sure you get an official receipt.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appear for personal interview.	Interview time: 1 hour maximum Certificate production: 15 mins Signature: 15 mins	Interview: Division Chief Certificate production: IT Staff Signature: Executive Director
		4. Wait for document processing.		
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

9.3. Certificate for Ustadz/Ustadza Registry (Level 3)

Criteria	Requirements	Procedure	Processing Time	In-Charge
Graduate of local religious majistir degree	Present local religious majistir degree credentials Pass the interview Pay registration fee: P150	1. Fill up Application Form 9.3 (Ustadz/Ustadza Registration – Religious Majistir Degree Graduate) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
		2. Submit application and required documents and pay application fee. Make sure you get an official receipt.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appear for personal interview.	Interview time: 1 hour maximum Certificate production: 15 mins Signature: 15 mins	Interview: Division Chief Certificate production: IT Staff Signature: Executive Director
		4. Wait for document processing.		
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

9.4. Certificate for Ustadz/Ustadza Registry (Level 4)

Criteria	Requirements	Procedure	Processing Time	In-Charge
Graduate of local religious dukturah degree	Present local religious dukturah degree credentials Pass the interview Pay registration fee: P150	1. Fill up Application Form 9.4 (Ustadz/Ustadza Registration – Local Religious Dukturah Degree Graduate) available at the Information Desk and attach requirement.	Filling up application form: 15 mins	Front Desk Officer
		2. Submit application and required documents and pay application fee. Make sure you get an official receipt.	Submit forms and payment: 15 mins.	Cashier
		3. Wait and appear for personal interview.	Interview time: 1 hour maximum Certificate production: 15 mins Signature: 15 mins	Interview: Division Chief Certificate production: IT Staff Signature: Executive Director
		4. Wait for document processing.		
		5. On the due date and time, present your receipt to receive your certification	Release: 5 mins	Front Desk Officer

Feedback Form

Date:	Time
Client's Name:	
Position/Designation:	Office Name & Address:
Contact Number:	
Purpose of Visit:	
Customer Satisfaction Rating - How do you rate our service?	
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Unsatisfactory
<input type="checkbox"/> Very Satisfactory	<input type="checkbox"/> Poor
<input type="checkbox"/> Satisfactory	
Customer Feedback – specify nature of feedback	
<input type="checkbox"/> Compliment	<input type="checkbox"/> Suggestion
<input type="checkbox"/> Complaint	
Facts or details of the incident:	
Recommendation/Suggestion/Desired Action from our Office:	

Directory

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Forms

- Application Form 1 (Chaplaincy)
- Application Form 2 (Overseas Study)
- Application Form 3.1 (Hajj Shaykh – General Amnesty)
- Application Form 3.2 (Hajj Shaykh with Minimum QS)
- Application Form 3.3 (Hajj Shaykh with CPE)
- Application Form 4.1 (Imam – General Amnesty)
- Application Form 4.2 (Imam with Minimum QS)
- Application Form 4.3 (Imam with CPE)
- Application Form 5.1 (Central Mosque Category)
- Application Form 5.2 (Musallah Category)
- Application Form 6 (Waqf)
- Application Form 7 (Individual Halal Certifier)
- Application Form 8.1 (Aleem/Aleemah Registration – Overseas Short Course Religious Training Graduate)
- Application Form 8.2 (Aleem/Aleemah Registration – Overseas Religious Kulliyah Degree Graduate)
- Application Form 8.3 (Aleem/Aleemah Registration – Overseas Religious Majistir Degree Graduate)
- Application Form 8.4 (Aleem/Aleemah Registration – Overseas Religious Dukturah Degree Graduate)
- Application Form 9.1 (Aleem/Aleemah Registration – Local Short Course Religious Training Graduate)
- Application Form 9.2 (Aleem/Aleemah Registration – Local Religious Kulliyah Degree Graduate)
- Application Form 9.3 (Aleem/Aleemah Registration – Local Religious Majistir Degree Graduate)
- Application Form 9.4 (Aleem/Aleemah Registration – Local Religious Dukturah Degree Graduate)

Application Form 1 (Chaplaincy)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Secular Education Background	
College/University	Address:
Degree Obtained	Year Graduated:
Religious Education Background	
Madrasah:	Address:
	Year Graduated:
Certificate Use	
<input type="checkbox"/> PNP <input type="checkbox"/> AFP <input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Marines <input type="checkbox"/> Others, specify: _____	
For Internal RDI-ARMM Use:	
<input type="checkbox"/> Passed, please issue certificate <input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied: _____ _____	
Interviewer/Signature: _____ Date & Time: _____	

Application Form 2 (Overseas Study)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Secular Education Background	
Highschool/College/University	Address:
Degree Obtained (for college graduate)	Year Graduated:
Religious Education Background	
Madrasah/Ma'had:	Address:
	Year Graduated:
Markaz:	Address:
	Year Graduated:
Overseas Scholarship	
Kulliyah/Jami'ah	Address
Course admitted:	Course Duration:
<p>For Internal RDI-ARMM Use:</p> <p><input type="checkbox"/> Passed, please issue certificate</p> <p><input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied:</p> <p>_____</p> <p>_____</p> <p>Interviewer/Signature: _____ Date & Time: _____</p>	

Application Form 3.1 (Hajj Shaykh – General Amnesty)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Secular Education Background	
College/University	Address:
Degree Obtained	Year Graduated:
Religious Education Background	
Madrasah:	Address:
	Year Graduated:
Certificate Use	
Number of years as Hajj Shaykh:	Total number of Hujjaj facilitated:
<p>For Internal RDI-ARMM Use:</p> <p><input type="checkbox"/> Passed, please issue certificate</p> <p><input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied:</p> <p>_____</p> <p>_____</p> <p>Interviewer/Signature: _____ Date & Time: _____</p>	

Application Form 3.2 (Hajj Shaykh with Minimum QS)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Secular Education Background	
College/University	Address:
Degree Obtained	Year Graduated:
Religious Education Background (Required)	
Madrasah Ibtida-i/Thanawi:	Address:
	Year Graduated:
For Hajj Mashayk with Level 1 Certification	
Number of years as Hajj Shaykh:	Total number of Hujjaj facilitated:
For New Hajj Mashayk Applicant	
Year of First Hajj:	Hajj Shaykh and Contact Details:
Year of Latest Hajj/Umrah:	Hajj Shaykh and Contact Details:
For Internal RDI-ARMM Use:	
<input type="checkbox"/> Passed, please issue certificate	
<input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied:	
<hr/>	
<hr/>	
Interviewer/Signature: _____ Date & Time: _____	

Application Form 3.3 (Hajj Shaykh with CPE)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Level 2 Certification	
Date:	Issued by:
Continuing Professional Education	
Training Name	Date
	Organizer
Training Name	Date
	Organizer
<p>For Internal RDI-ARMM Use:</p> <p><input type="checkbox"/> Passed, please issue certificate</p> <p><input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied:</p> <p>_____</p> <p>_____</p> <p>Interviewer/Signature: _____ Date & Time: _____</p>	

Application Form 4.1 (Imam – General Amnesty)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Secular Education Background	
College/University	Address:
Degree Obtained	Year Graduated:
Religious Education Background	
Madrasah:	Address:
	Year Graduated:
Mosque Information	
Name of Mosque:	
Mosque Address (Barangay/Municipality/City/Province):	
Name of Barangay Captain	Contact Details:
Number of years as Imam:	Average Daily Jama'ah:
Average Eid Jama'ah:	Average Friday Jama'ah:
For Internal RDI-ARMM Use:	
<input type="checkbox"/> Passed, please issue certificate <input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied: _____ _____	
Interviewer/Signature: _____ Date & Time: _____	

Application Form 4.2 (Imam with Minimum QS)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Secular Education Background	
College/University	Address:
Degree Obtained	Year Graduated:
Religious Education Background (Required)	
Madrasah:	Address:
	Year Graduated:
Relevant Training Undertaken	
Training Name	Date
	Organizer
Training Name	Date
	Organizer
For Internal RDI-ARMM Use:	
<input type="checkbox"/> Passed, please issue certificate <input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied: _____ _____	
Interviewer/Signature: _____ Date & Time: _____	

Application Form 4.3 (Imam with CPE)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Level 2 Certification	
Date:	Issued by:
Continuing Professional Education	
Training Name	Date
	Organizer
Training Name	Date
	Organizer
<p>For Internal RDI-ARMM Use:</p> <p><input type="checkbox"/> Passed, please issue certificate</p> <p><input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied:</p> <p>_____</p> <p>_____</p> <p>Interviewer/Signature: _____ Date & Time: _____</p>	

Application Form 5.1 (Central Mosque Category)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Position in the Mosque:	Contact Number:
Nature of Application	
<input type="checkbox"/> For provincial central mosque	<input type="checkbox"/> For city central mosque
<input type="checkbox"/> For municipal central mosque	<input type="checkbox"/> For barangay central mosque
Mosque Information	Date Established
Mosque Name	
Mosque Address	
Nearby mosques and distance from this facility:	
1. _____	
2. _____	
3. _____	
4. _____	
Ownership	
<input type="checkbox"/> Individual-owned. Name of Person: _____ <input type="checkbox"/> Dead Name of Current Manager: _____ Contact detail: _____ <input type="checkbox"/> Alive Contact, if alive: _____	
<input type="checkbox"/> Family-owned. Name of Family: _____ Family led by: _____ Contact detail: _____	
<input type="checkbox"/> Organization-owned. Name of Organization: _____	

Organization head: _____ Contact detail: _____	
<input type="checkbox"/> Public waqf, ownership untraceable Manager: _____ Contact detail: _____	
Mosque Description	
Total Land Area:	Total Floor Area:
Number of floors:	Fencing: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Concrete <input type="checkbox"/> Wood <input type="checkbox"/> Mixed <input type="checkbox"/> Complete <input type="checkbox"/> Partial
Other Descriptions, please feel free to add:	
For Internal RDI-ARMM Use: <input type="checkbox"/> Passed, please issue certificate <input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied: _____ _____	
Interviewer/Signature: _____ Date & Time: _____	

Application Form 5.2 (Musallah Category)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Position in the Mosque:	Contact Number:
Mosque Information	Date Established
Mosque Name	
Mosque Address	
Nearby mosques and distance from this facility:	
1. _____	
2. _____	
3. _____	
4. _____	
Ownership	
<input type="checkbox"/> Individual-owned. Name of Person: _____ <input type="checkbox"/> Dead Name of Current Manager: _____ Contact detail: _____ <input type="checkbox"/> Alive Contact, if alive: _____	
<input type="checkbox"/> Family-owned. Name of Family: _____ Family led by: _____ Contact detail: _____	
<input type="checkbox"/> Organization-owned. Name of Organization: _____ Organization head: _____ Contact detail: _____	
<input type="checkbox"/> Public waqf, ownership untraceable	

Manager: _____ Contact detail: _____
Mosque Information
Mosque Name: _____
Mosque Address: _____
Nearby mosques and distance from this facility: 1. _____ 2. _____ 3. _____ 4. _____
Ownership
<input type="checkbox"/> Individual-owned. Name of Person: _____ <input type="checkbox"/> Dead Name of Current Manager: _____ Contact detail: _____ <input type="checkbox"/> Alive Contact, if alive: _____
<input type="checkbox"/> Family-owned. Name of Family: _____ Family led by: _____ Contact detail: _____
<input type="checkbox"/> Organization-owned. Name of Organization: _____ Organization head: _____ Contact detail: _____
<input type="checkbox"/> Public waqf, ownership untraceable Manager: _____ Contact detail: _____
Mosque Description

Total Land Area:	
Number of floors:	Fencing: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Concrete <input type="checkbox"/> Wood <input type="checkbox"/> Mixed <input type="checkbox"/> Complete <input type="checkbox"/> Partial
Other Descriptions, please feel free to add:	
<p>For Internal RDI-ARMM Use:</p> <input type="checkbox"/> Passed, please issue certificate <input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied: _____ _____	
Interviewer/Signature: _____ Date & Time: _____	

Application Form 6 (Waqf)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Position in the Mosque:	Contact Number:
Mosque Information	Date Established
Waqf Name	
Waqif (Donor) – Who, whereabouts, position, contact details, etc.	
Mawquf Description – Describe the waqf property and its conditions	
Mawqif Alayh - who are the beneficiaries?	
For Internal RDI-ARMM Use:	
<input type="checkbox"/> Passed, please issue certificate	
<input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied:	

Interviewer/Signature: _____ Date & Time: _____	

Application Form 7 (Individual Halal Certifier)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Aleem/Aleemah/Ustadz/Ustadza Certification	
Date:	Issued by:
Nature of Certification:	
Aleem/Aleemah - <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4	
Ustadz/Ustadza - <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4	
Halal Certification Training	
Training Name	Date
	Organizer
Training Name	Date
	Organizer
Training Name	Date
	Organizer
For Internal RDI-ARMM Use:	
<input type="checkbox"/> Passed, please issue certificate	
<input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied:	

Interviewer/Signature: _____ Date & Time: _____	

Application Form 8.1 (Aleem/Aleemah Registration – Overseas Short Course Religious Training Graduate)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Highest Secular Educational Attainment	
High/School/College/University	Address:
Degree Obtained (For College Level)	Year Graduated:
Religious Education Background	
Local Thanawi Institution:	Address:
	Year Graduated:
Overseas Entity providing the training course:	Address:
	Year Graduated:
For Internal RDI-ARMM Use:	
<input type="checkbox"/> Passed, please issue certificate <input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied: _____ _____	
Interviewer/Signature: _____ Date & Time: _____	

Application Form 8.2 (Aleem/Aleemah Registration – Overseas Religious Kulliyah Degree Graduate)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Highest Secular Educational Attainment	
High/School/College/University	Address:
Degree Obtained (For College Level)	Year Graduated:
Religious Education Background	
Local Thanawi Institution:	Address:
	Year Graduated:
Kulliyah/Jami'ah:	Address:
	Year Graduated:
	Degree:
For Internal RDI-ARMM Use:	
<input type="checkbox"/> Passed, please issue certificate <input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied: _____ _____	
Interviewer/Signature: _____ Date & Time: _____	

Application Form 8.3 (Aleem/Aleemah Registration – Overseas Religious Majistir Degree Graduate)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Highest Secular Educational Attainment	
High/School/College/University	Address:
Degree Obtained (For College Level)	Year Graduated:
Religious Education Background	
Kulliyah/Jami'ah:	Address:
	Year Graduated:
	Kulliyah Degree:
Kulliyah/Jami'ah:	Address:
	Year Graduated:
	Majistir Degree:
Majistir's Thesis:	
For Internal RDI-ARMM Use:	
<input type="checkbox"/> Passed, please issue certificate <input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied: _____ _____	
Interviewer/Signature: _____ Date & Time: _____	

Application Form 8.4 (Aleem/Aleemah Registration – Overseas Religious Dukturah Degree Graduate)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Highest Secular Educational Attainment	
High/School/College/University	Address:
Degree Obtained (For College Level)	Year Graduated:
Religious Education Background	
Kulliyah/Jami'ah:	Address:
	Year Graduated:
	Kulliyah Degree:
Kulliyah/Jami'ah:	Address:
	Year Graduated:
	Majistir Degree:
Majistir's Thesis:	
Kulliyah/Jami'ah:	Address:
	Year Graduated:
	Dukturah Degree:
Dukturah Dissertation:	

For Internal RDI-ARMM Use:

- Passed, please issue certificate
- Failed, please do not issue certificate until the following conditions are complied:

Interviewer/Signature: _____ **Date & Time:** _____

Application Form 9.1 (Ustadz/Ustadza Registration – Thanawi Graduate)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Highest Secular Educational Attainment	
High/School/College/University	Address:
Degree Obtained (For College Level)	Year Graduated:
Religious Education Background	
Local Thanawi Institution:	Address:
	Year Graduated:
For Internal RDI-ARMM Use:	
<input type="checkbox"/> Passed, please issue certificate <input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied: _____ _____	
Interviewer/Signature: _____ Date & Time: _____	

Application Form 9.2 (Ustadz/Ustadza Registration – Local Religious Kulliyah Degree Graduate)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Highest Secular Educational Attainment	
High/School/College/University	Address:
Degree Obtained (For College Level)	Year Graduated:
Religious Education Background	
Local Thanawi Institution:	Address:
	Year Graduated:
Kulliyah/Jami'ah:	Address:
	Year Graduated:
	Degree:
For Internal RDI-ARMM Use:	
<input type="checkbox"/> Passed, please issue certificate <input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied: _____ _____	
Interviewer/Signature: _____ Date & Time: _____	

Application Form 9.3 (Ustadz/Ustadza Registration – Local Religious Majistir Degree Graduate)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Highest Secular Educational Attainment	
High/School/College/University	Address:
Degree Obtained (For College Level)	Year Graduated:
Religious Education Background	
Kulliyah/Jami'ah:	Address:
	Year Graduated:
	Kulliyah Degree:
Kulliyah/Jami'ah:	Address:
	Year Graduated:
	Majistir Degree:
Majistir's Thesis:	
For Internal RDI-ARMM Use: <input type="checkbox"/> Passed, please issue certificate <input type="checkbox"/> Failed, please do not issue certificate until the following conditions are complied: Interviewer/Signature: _____ Date & Time: _____	

Application Form 9.4 (Ustadz/Ustadza Registration – Local Religious Dukturah Degree Graduate)

Date of Application:	Time of Application:
Applicant's Name (Given Name, Middle Name, Family Name):	
Kunya:	Contact Number:
Birth Date:	Birth Place:
Current Residency/Address:	
Highest Secular Educational Attainment	
High/School/College/University	Address:
Degree Obtained (For College Level)	Year Graduated:
Religious Education Background	
Kulliyah/Jami'ah:	Address:
	Year Graduated:
	Kulliyah Degree:
Kulliyah/Jami'ah:	Address:
	Year Graduated:
	Majistir Degree:
Majistir's Thesis:	
Kulliyah/Jami'ah:	Address:
	Year Graduated:
	Dukturah Degree:
Dukturah Dissertation:	

For Internal RDI-ARMM Use:

- Passed, please issue certificate
- Failed, please do not issue certificate until the following conditions are complied:

Interviewer/Signature: _____ **Date & Time:** _____