



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao

**Office of the Chief Minister
DEVELOPMENT ACADEMY OF THE BANGSAMORO**

A Recognized Government Learning & Development Institution
Bangsamoro Government Center, Gov. Gutierrez Ave., RH-VII
Cotabato City



DAB FORM 06-002 Rev. 00

Training Record

1 Training Title: Training on Minute Taking and Report Writing				2 Training Reference No. 20210104003			
3 Learning Objectives: At the end of the training, the participants are expected to:							
	Module	Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (Affective)			
1	Minute Taking	Distinguish different types of minutes and classify them according to the type of meetings.	Draft a Formal/Semi-Formal/ Action Minutes based on a given theoretical situation.	Expresses the importance and magnitude of a minute taker's role and work.			
2	Post-Activity Report Writing	Outline the basic parts of post-activity reports and proposes improvements to the template given.	Draft a Post-Activity Report based on a given theoretical situation.	Demonstrates desire to institutionalize post-activity report writing in the office.			
4 Implementing Agency: BTA Office of MP Min. Mohammad S. Yacob, Ph.D.			5 Learning Modality: <input checked="" type="checkbox"/> Synchronous Face-to-Face <input type="checkbox"/> Synchronous Webinar <input type="checkbox"/> Blended <input type="checkbox"/> Asynchronous Modular <input type="checkbox"/> Asynchronous eLearning <input type="checkbox"/> Hybrid				
6 Total No. of Training Hours: 8 hours			7 L&D Type: <input type="checkbox"/> Foundational <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Supervisory/Managerial <input type="checkbox"/> Highly Specialized				
8 Official Training Participants:							
No.	Name (Last Name, First Name, M.I.)	Agency	No. of Hours	No.	Name (Last Name, First Name, M.I.)	Agency	No. of Hours
1	ATTY. ABBYR A. NUL	MP Yacob	8	9	HAYDEE D. ALO	OM	8
2	SAHEDA A. OMAR	MP Yacob	8	10	LIZA B. MUSTAPHA	OM	8
3	AMANI A. GUIAMALON	MP Yacob	8	11	SAMYA G. TAHA	OM	8
4	NASIBA B. ABDULLAH	OM	8	12	HALID A. LAHMUDIN	MP Yacob	8
5	GIHADA E. MAULANA	MP Yacob	8	13	ESSHAM V. ALESO	MP Yacob	8
6	NORHAYAH E. DATUMANONG	MP Yacob	8	14	ROSMINA A. DALI	OM	8
7	ROSDA E. BUNDA	MP Yacob	8	15	HAYSAM M. SALIK	MP Yacob	8
8	NAILA G. DATUKAN	MP Yacob	8	-	-----	-	-
---- Nothing Follows ----							
9 Certified by: MR. HUSSEIN A. ABO, LPT Lead Trainer				10 Approved by: DIR. HISHAM S. NANDO, M.A. Executive Director, DAB			