



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 Workplace Efficiency and Communications	2 Training Reference No. 20210104006
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3 Learning Objectives:

	Module	Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (Affective)
1	Organization and Organizational Structure	Understand the concepts of Hierarchy, Specialization, and Departmentalization	Propose organizational structural and functional adjustments to promote efficiency in delivering office responsibilities	Appreciate the value of organizational efficiency and effectiveness as a manifestation of Moral Governance
2	Workplace Communications	Identify their personal common grammatical errors	Write a memo, email, and post-activity report	Relate the value of good writing with managing office reputation and advancing its interests
3	Completed Staff Work	Outline the basic parts of a cover memorandum in a CSW	Write a cover memorandum	Appreciate the value of organizational efficiency and effectiveness as a manifestation of Moral Governance

4 Implementing Agency: BTA Office of MP Abdulraof A. Macacua	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: 24 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	Carim, Saimah H.	BTA-Macaua	24	16	Pigkaulan, Anwar C.	BTA-Macaua	24
2	Kamid, Bai Yshmiradze Nodea S.	BTA-Macaua	24	17	Mentang, Elvira C.	BTA-Macaua	24
3	Macapundag-Panolong, Najmah C.	BTA-Macaua	24	18	Mohammad, Bensar S.	BTA-Macaua	24
4	Ito, Johaira M.	BTA-Macaua	24	19	Ibrahim, Nur-Sahiddin A.	BTA-Macaua	24
5	Musa, Princess Diamond I.	BTA-Macaua	24	20	Abdullah, Aladin M.	BTA-Macaua	24
6	Mustapha, Alebai T.	BTA-Macaua	24	21	Ibrahim, Nur-Ameen A.	BTA-Macaua	24
7	Mambuay, Jehan B.	BTA-Macaua	24	22	Panolong, Jamal M.	BTA-Macaua	24
8	Esmael, Cairia M.	BTA-Macaua	24		-----Nothing Follows-----		
9	Macapundag, Nasif C.	BTA-Macaua	24				
10	Langcap, Quraish	BTA-Macaua	24				
11	Jainal, Asraf B.	BTA-Macaua	24				
12	Mashod, Fahad K.	BTA-Macaua	24				
13	Aliman, Samer T.	BTA-Macaua	24				
14	Dumalo, Mubarak	BTA-Macaua	24				
15	Abdullah, Eman B.	BTA-Macaua	24				

9 Certified by: MR. HUSSIEN A. ABO, LPT Lead Trainer	10 Approved by: DIR. HISHAM S. NANDO, M.A. Executive Director, DAB
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