



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

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: <b>Training on Records Management</b>		2 Training Reference No. <b>20210103015</b>	
3 Learning Objectives:  At the end of the training, the participants are expected to:			
	<b>Module</b>	<b>Knowledge (Cognitive)</b>	<b>Skills (Psychomotor)</b>
1	<b>Introduction to Records Management</b>	Generalize the concept of records management and its legal and regulatory policies in the Philippines	Demonstrate filling in of Records Logbook
2	<b>Records Creation, Maintenance, and Control</b>	Generalize existing norms and practices of file classification and records access	Propose guidelines in file classification and records access
3	<b>Records Appraisal and Disposition</b>	Outline records disposition policies and standard lifecycle	Demonstrate accomplishment of NAP Forms 1 to 3
4 Venue <b>Preious Cabana Ynna Beach Resort, Brgy. Badak, Datu Odin Sinsuat, Maguindanao</b>		5 Inclusive Dates: <b>November 13 and 20, 2021</b>	
6 Implementing Agency: <b>Ministry of Agriculture, Fisheries, and Agrarian Reform (MAFAR)</b>		7 Learning Modality: <input checked="" type="checkbox"/> Synchronous <input type="checkbox"/> Asynchronous <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Modular <input type="checkbox"/> Synchronous Webinar <input type="checkbox"/> Asynchronous eLearning <input type="checkbox"/> Blended <input type="checkbox"/> Hybrid	
8 Total No. of Training Hours: <b>16 hours</b>		9 L&D Type: <input type="checkbox"/> Foundational <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Highly Specialized	
10 Official Training Participants:			



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No.	Name (First Name, M.I. Last Name)	Agency	No. of Hours	No.	Name (Last Name, First Name, M.I.)	Agency	No. of Hours
1	Kausar Angkad	MAFAR	16	28	Normia Agao	MAFAR	16
2	Haydee D. Ali	MAFAR	16	29	Jenny Q. Fajardo	MAFAR	16
3	Rosmina A. Dali	MAFAR	16	30	Makong B. Gampong	MAFAR	16
4	Liza A. Mustapha	MAFAR	16	31	Fahmudin A. Mampao	MAFAR	16
5	Nor Jolieza U. Compania	MAFAR	16	32	Vivian E. Ayub	MAFAR	16
6	Fahad Kanakan	MAFAR	8	33	Norodin M. Kid	MAFAR	16
7	Nurhanna Usman	MAFAR	16	34	Bai Racma G. Amentao	MAFAR	16
8	Mentingan A. Lipoles	MAFAR	16	35	Endaila G. Kahar	MAFAR	16
9	Johanna B. Guimba	MAFAR	8	36	Bai Samroda U. Solano	MAFAR	16
10	Jehan Cadon	MAFAR	16	37	Nashrudin A. Panglao	MAFAR	16
11	Baitan Kasim	MAFAR	16	38	Parhana Y. Hassan	MAFAR	16
12	Shirly B. Regodon	MAFAR	16	39	Emily Mentang	MAFAR	8
13	Sittie Arwa B. Silad	MAFAR	16	40	Diana A. Manalasal	MAFAR	8
14	Sandra P. Abubakar	MAFAR	8	41	Lawan Bai S. Akmad	MAFAR	16
15	Noraida D. Edris	MAFAR	16	42	Sarah U. Masianggal	MAFAR	16
16	Abduljabar Hammad Karim	MAFAR	16	43	Omar E. Dilangalen	MAFAR	8
17	Johaira Tuwa	MAFAR	16	44	Mohammad Al-Madini A. Salik	MAFAR	16
18	Malicah M. Mohammad Taib	MAFAR	16	45	Adya S. Darping	MAFAR	8
19	Juharlal L. Berja	MAFAR	16	46	Samrah A. Tukan	MAFAR	16
20	Bai Delaine L. Datu	MAFAR	8	47	Farhana Jane S. Linso	MAFAR	16
21	Salik G. Esmael	MAFAR	16	48	Norma R. Karim	MAFAR	16
22	Krizteen Ruffa Gaylan	MAFAR	16	49	Sittie Almira A. Ali	MAFAR	16
23	Norhaina Musanip	MAFAR	16	50	Mimbal Balao	MAFAR	16
24	Hassanal, karon	MAFAR	16	51	Suharto A. Mangco	MAFAR	16
25	Sheriphen Kusain	MAFAR	16	52	Alex M. Juanday Jr.	MAFAR	16
26	Datumuri Sanayatin	MAFAR	16	53	Nestor K. Juanday Jr.	MAFAR	16
27	Nhorie Jane K. Mowa	MAFAR	16	54	Al Shahaff R. Mamayog	MAFAR	8

---- Nothing Follows ----

11 Approved by:   
**DIR. HISHAM S. NANDO, M.A.**  
 Executive Director, DAB