



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao

Office of the Chief Minister
DEVELOPMENT ACADEMY OF THE BANGSAMORO
A CSC 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: <u>Training on Completed Staff Work</u>	2 Training Reference No. 2 0 2 2 0 1 0 3 0 1 6
--	--

3 Learning Objectives:

No.	Module	Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (Affective)
1	Personal Effectiveness	<ul style="list-style-type: none"> Discuss the nature and goals of personal effectiveness. Explain the three foundations of personal effectiveness. Discuss the 7 habits of highly effective people. 	<ul style="list-style-type: none"> Demonstrate commitment to working towards personal effectiveness. 	
2	Understanding Completed Staff Work	<ul style="list-style-type: none"> Identify existing internal challenges and problems in the office. 	<ul style="list-style-type: none"> Apply the 7 basic steps on Completed Staff Work in authentic office situations. 	<ul style="list-style-type: none"> Appreciate the value of individual responsibility and initiative in the office.
3	Organization and Organizational Management	<ul style="list-style-type: none"> Understand the concepts of Hierarchy, Specialization, and Departmentalization. 	<ul style="list-style-type: none"> Propose organizational structural and functional adjustments to promote efficiency in delivering office responsibilities. 	<ul style="list-style-type: none"> Appreciate the value of organizational efficiency and effectiveness as a manifestation of Moral Governance.
4	Organizational Communication	<ul style="list-style-type: none"> Identify communication, its functions and steps. 	<ul style="list-style-type: none"> Discuss the do's and don'ts of different forms communication. 	<ul style="list-style-type: none"> Appreciate the significance of effective communication in an organization.
5	5S Orientation	<ul style="list-style-type: none"> Understand the principles and concept of 5S Good Housekeeping Program. Identify the steps of 5S Good Housekeeping Program. Determine the benefits/importance of 5S in the workplace. 	<ul style="list-style-type: none"> Implement 5S to support the Bangsamoro Moral Governance 	

4 Implementing Agency: <u>Ministry of Trade, Industry and Tourism</u>	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	Abad, Raheem G.	MTIT	24	19	Osmeña, Hamer T.	MTIT	24
2	Abas, Mohammad Edrish Joed A.	MTIT	24	20	Piang, Jojo C.	MTIT	24
3	Abdulhamed, Ayesha A.	MTIT	24	21	Pulaw, Nadayra A.	MTIT	24
4	Abobakar, Noor-Mayla W.	MTIT	24	22	Rahim, Alma A.	MTIT	24
5	Abutazil, Sarah Jane A.	MTIT	24	23	Sabdani, Alfaida S.	MTIT	24
6	Angkig, Salimbai S.	MTIT	24	24	Sacar, Mahid M.	MTIT	24
7	Apusaga, Farlin Jerrick D.	MTIT	24	25	Salik, Samera A.	MTIT	24
8	Asekil, Borhan M.	MTIT	24	26	Salilama, Moctar K.	MTIT	24
9	Ayob, Abubakar A.	MTIT	24	27	Sambolawan II, Atong E.	MTIT	24
10	Ebrahim, Mohasimin A.	MTIT	24	28	Samsuya, Nurilyn J.	MTIT	24
11	Kali, MA. Czarina Joy L.	MTIT	24	29	Sappal, Baidido S.	MTIT	24
12	Mai, Malano A.	MTIT	24	30	Solano, Gladys Jiajorrah A.	MTIT	24



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao

Office of the Chief Minister

DEVELOPMENT ACADEMY OF THE BANGSAMORO

A CSC Recognized Government Learning & Development Institution

Bangsamoro Government Center, Gov. Gutierrez Ave., RH-VII
Cotabato City



13	Malawad, Rohanisah D.	MTIT	24	31	Torres, Rohaina D.	MTIT	24
14	Mantil, Bai Shencky A.	MTIT	24	32	Ulangkaya, Karl Gibran A.	MTIT	24
15	Maulana, Al-Radzmie A.	MTIT	24	33	Usman, Zacaria K.	MTIT	24
16	Muksan, Zaina J.	MTIT	24	34	Solano, Gerald S.	MTIT	24
17	Mumbas, Anwar K.	MTIT	24	--	-----Nothing Follows-----	-	--
18	Nanding, Bainet A.	MTIT	24				

9 Certified by:

HUSSIEN A. ABO, LPT

Lead Facilitator & Training Specialist

10 Approved by:

HISHAM S. NANDO, M.A.

Executive Director

