



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: <u>Training on Completed Staff Work</u>	2 Training Reference No. 20220103017
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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 Basic, Higher and Technical Education - Education Facility Section</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
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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
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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	Guiaman, Zubair A.	MBHTE-EFS	12	16	Baraguir, Yasser N.	MBHTE-EFS	20
2	Madsandalan, Al-Jomaih C.	MBHTE-EFS	20	17	Phari, Mahatir Mohammad B.	MBHTE-EFS	20
3	Malasigan, Samier P.	MBHTE-EFS	23	18	Balabagan, Moham N.	MBHTE-EFS	24
4	Guialil, Mohammad Asgar M.	MBHTE-EFS	20	19	Salah, Normelito D.	MBHTE-EFS	24
5	Kanakan, Aldha U.	MBHTE-EFS	24	20	Abdula, Nurhasim T.	MBHTE-EFS	24
6	Mumbas, Bainerizza K.	MBHTE-EFS	24	21	Mangansakan, Datu Amier P.	MBHTE-EFS	19
7	Zailon, Bair Nurhannah Mahjubah E.	MBHTE-EFS	20	22	Maadil, Bai Sittie Muhaymina E.	MBHTE-EFS	24
8	Guiabel, Jasmine M.	MBHTE-EFS	24	23	Akmad, Hassanudin A.	MBHTE-EFS	20
9	Macaludos, Abdul Moib H.	MBHTE-EFS	8	24	Guiaman, Sadik A.	MBHTE-EFS	24
10	Ayob, Bai Aisa A.	MBHTE-EFS	24	25	Ibad, Norman A.	MBHTE-EFS	18



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11	Mense, Saber Z.	MBHTE-EFS	24	26	Umbol, Adrin L.	MBHTE-EFS	24
12	Latip Jr., Muslimin G.	MBHTE-EFS	22	27	Hadji Guailil, Benjamin Aiman M.	MBHTE-EFS	24
13	Algabre, Jigger Ryan M.	MBHTE-EFS	24	--	-----Nothing Follows-----	-	--
14	Abo, Benzar M.	MBHTE-EFS	20				
15	Pango, Norhaya P.	MBHTE-EFS	24				

9 Certified by:


HUSSIEN A. ABO, LPT
Lead Facilitator & Training Specialist

10 Approved by:


HISHAM S. NANDO, M.A.
Executive Director

