



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. 01

Training Record

1 Training Title: Training on Completed Staff Work		2 Training Reference No. 20220103020	
3 Learning Objectives:			
	MODULE	Knowledge (Cognitive)	Skills (Psychomotor)
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.
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.
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.
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 Venue: Villa Miranda Events Place, Rosales St., Rosary Heights VI, Cotabato City		5 Inclusive Dates: May 24-26, 2022	
6 Implementing Agency: Office of the Chief Minister - Bangsamoro Attorney General's Office		7 Learning Modality: <input checked="" type="checkbox"/> Synchronous Face-to-Face <input type="checkbox"/> Asynchronous Modular <input type="checkbox"/> Synchronous Webinar <input type="checkbox"/> Asynchronous E-Learning <input type="checkbox"/> Blended <input type="checkbox"/> Hybrid	




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8 Total No. of Training Hours:

24 hours

9 L&D Type:

Foundational

Supervisory/ Managerial

Technical

Highly Specialized

10 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, Esmael G.	OCM-BAGO	24	18	Masacal, Najirah P.	OCM-BAGO	24
2	Abdullah, Bai Saada B.	OCM-BAGO	24	19	Masacal, Injirah P.	OCM-BAGO	24
3	Abpi, Hadiguia T.	OCM-BAGO	24	20	Masmodi, Habbib C.	OCM-BAGO	24
4	Aliuden, Fahleah M.	OCM-BAGO	24	21	Muhammad, Sha Aira G.	OCM-BAGO	24
5	Anam, Rafsanjani J.	OCM-BAGO	24	22	Omar, Boots Ple E.	OCM-BAGO	24
6	Asim, Nor-Alia K.	OCM-BAGO	24	23	Omar, Emir John P.	OCM-BAGO	24
7	Bagundang, Farizah Joy P.	OCM-BAGO	24	24	Panglilamen, Mohammad Nour Seddiq A.	OCM-BAGO	24
8	Biruar, Nurleila B.	OCM-BAGO	24	25	Panotes, Reynan P.	OCM-BAGO	24
9	Casad, Nasseef H.	OCM-BAGO	12	26	Pendi, Reeham Ciara N.	OCM-BAGO	24
10	Danda-Mama, Aleijah A.	OCM-BAGO	24	27	Said, Amanodin Jr. L.	OCM-BAGO	24
11	Dilangalen, Nur Halifa N.	OCM-BAGO	24	28	Sanggoyod, Johaira E.	OCM-BAGO	24
12	Enca, Hidayya D.	OCM-BAGO	24	29	Sariul, Ridzkan M.	OCM-BAGO	24
13	Ibay-Laguialam, Yasmine A.	OCM-BAGO	24	30	Silongan, Fahad P.	OCM-BAGO	24
14	Lakim, Nurwahid N.	OCM-BAGO	24	31	Tampugao, Mohammad Jamiel A.	OCM-BAGO	24
15	Malaguio, Olaya M.	OCM-BAGO	24	32	Tawakal, Yusoph M.	OCM-BAGO	8
16	Manalao-Salakub, Salema A.	OCM-BAGO	24	33	Usman, Wasima S.	OCM-BAGO	12
17	Mangadang, Nassief L.	OCM-BAGO	24	-	---Nothing Follows---	-	--

11 Certified by:

HUSSIEN A. ABO, LPT

Lead Facilitator & Training Specialist

12 Recommending Approval:

NORHAINA B. UGOKAN, LPT, JD

Chief, Center for Training and Assessment

13 Approved by:

HISHAM S. NANDO, MA

Executive Director