




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:<br><b><u>Training on Completed Staff Work</u></b>                 |  | 2 Training Reference No.<br><b>20220103025</b>   |   |
| 3 Learning Objectives:  |  |  |   |
|   | <b>MODULE</b>                              | <b>Knowledge (Cognitive)</b>   | <b>Skills (Psychomotor)</b>   |
| 1   | Personal Effectiveness                     | <ul style="list-style-type: none"> <li>Discuss the nature and goals of personal effectiveness.</li> <li>Explain the three foundations of personal effectiveness.</li> <li>Discuss the 7 habits of highly effective people.</li> </ul>  | <ul style="list-style-type: none"> <li>Demonstrate commitment to working towards personal effectiveness.</li> </ul>   |
| 2   | Understanding Completed Staff Work         | <ul style="list-style-type: none"> <li>Identify existing internal challenges and problems in the office.</li> </ul>  | <ul style="list-style-type: none"> <li>Apply the 7 basic steps on Completed Staff Work in authentic office situations.</li> </ul>   |
| 3   | Organization and Organizational Management | <ul style="list-style-type: none"> <li>Understand the concepts of Hierarchy, Specialization, and Departmentalization.</li> </ul>   | <ul style="list-style-type: none"> <li>Propose organizational structural and functional adjustments to promote efficiency in delivering office responsibilities.</li> </ul> |
| 4   | Organizational Communication               | <ul style="list-style-type: none"> <li>Identify communication, its functions and steps.</li> </ul>   | <ul style="list-style-type: none"> <li>Discuss the do's and don'ts of different forms communication.</li> </ul>   |
| 5   | 5S Orientation                             | <ul style="list-style-type: none"> <li>Understand the principles and concept of 5S Good Housekeeping Program.</li> <li>Identify the steps of 5S Good Housekeeping Program.</li> <li>Determine the benefits/importance of 5S in the workplace.</li> </ul>   | <ul style="list-style-type: none"> <li>Implement 5S to support the Bangsamoro Moral Governance</li> </ul>   |
| 4 Venue:<br><b><u>Suraya Hall, Mall of Al Nor, Cotabato City</u></b>                |  | 5 Inclusive Dates:<br><b><u>July 05-07, 2022</u></b>   |   |
| 6 Implementing Agency:<br><b><u>Ministry of Social Services and Development</u></b> |  | 7 Learning Modality:<br><input checked="" type="checkbox"/> Synchronous Face-to-Face<br><input type="checkbox"/> Asynchronous Modular<br><input type="checkbox"/> Synchronous Webinar<br><input type="checkbox"/> Asynchronous E-Learning<br><input type="checkbox"/> Blended<br><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<br>(Last Name, First Name, M.I.) | Agency | No. of<br>Hours | No. | Name<br>(Last Name, First Name, M.I.) | Agency | No. of<br>Hours |
|-----|---------------------------------------|--------|-----------------|-----|---------------------------------------|--------|-----------------|
| 1   | Al Ammen B. Silo                      | MSSD   | 24              | 21  | Johynne Amilyn G. Nasa                | MSSD   | 22              |
| 2   | Alminda G. Ladja                      | MSSD   | 24              | 22  | Ma. Lani-Ann F. Cudal                 | MSSD   | 24              |
| 3   | Asrafi A. Glang                       | MSSD   | 24              | 23  | Marie Angeli D. Yap                   | MSSD   | 24              |
| 4   | Bai Farhana A. Idris                  | MSSD   | 24              | 24  | Marvin G. Calubia                     | MSSD   | 24              |
| 5   | Bai Fatty S. Accoy                    | MSSD   | 24              | 25  | Miasarah V. Asi                       | MSSD   | 24              |
| 6   | Baharudin S. Mokamad                  | MSSD   | 20              | 26  | Minda C. Ho                           | MSSD   | 24              |
| 7   | Benladin C. Maas                      | MSSD   | 20              | 27  | Moanna D. Alim                        | MSSD   | 24              |
| 8   | Charlotte K. Kusain                   | MSSD   | 24              | 28  | Minang M. Nagamora                    | MSSD   | 24              |
| 9   | Cherry Blossom D. Tan                 | MSSD   | 24              | 29  | Myrna U. Lalang                       | MSSD   | 23              |
| 10  | Faida M. Ensanah                      | MSSD   | 24              | 30  | Norhatta M. Abdulkarim                | MSSD   | 23              |
| 11  | Farinah M. Abo                        | MSSD   | 24              | 31  | Norjana N. Malawi                     | MSSD   | 24              |
| 12  | Farizzah A. Ochoa                     | MSSD   | 24              | 32  | Princess Benadyne B. Gayanandang      | MSSD   | 23              |
| 13  | Gualil M. Pandi                       | MSSD   | 23              | 33  | Potre Nor-aliah D. Bubong             | MSSD   | 24              |
| 14  | Hajjara S. Dlamrod                    | MSSD   | 20              | 34  | Raiza A.Guro                          | MSSD   | 24              |
| 15  | Hanin A. Tanggol                      | MSSD   | 24              | 35  | Rasul A. Tino                         | MSSD   | 23              |
| 16  | Honey Jane S. Masion                  | MSSD   | 24              | 36  | Sarina G. Incongan                    | MSSD   | 16              |
| 17  | Jan Michelle D. Agata                 | MSSD   | 24              | 37  | Shahara P. Fernandez                  | MSSD   | 24              |
| 18  | Jaymar C. Sali                        | MSSD   | 24              | 38  | Sheehery-Saad S. Salendab             | MSSD   | 24              |
| 19  | Jehanie Kae U. Kusain                 | MSSD   | 24              | 39  | Soarraine O. Codilla                  | MSSD   | 24              |
| 20  | Jidday B. Lucman                      | MSSD   | 23              | 40  | Zuhairah H. Langcap                   | MSSD   | 24              |

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

**Transforming Public Service through Moral Governance**

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