



DAB FORM 06-002 Rev. 01

Training Record

1 Training Title: <u>Orientation on Completed Staff Work</u>		2 Training Reference No. 20230101059	
3 Learning Objectives:			
TERMINAL OBJECTIVES			
Knowledge (Cognitive)		Skills (Psychomotor)	Attitude (Affective)
<ul style="list-style-type: none"> Define completed staff work. Explain the origin of completed staff work. Identify the steps in completed staff work. Explain selected problem-solving tools and techniques. Describe a quality CSW document. 		<ul style="list-style-type: none"> Apply the seven (7) steps of completed staff work in the workplace. 	<ul style="list-style-type: none"> Recognize the competencies required in completed staff work.
SESSION OBJECTIVES			
Sessions	Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (Affective)
<ul style="list-style-type: none"> Introduction to Completed Staff Work 	<ul style="list-style-type: none"> Define completed staff work. Explain the origin, importance, and use of completed staff work. Determine the steps according to the guiding framework of completed staff work. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> Competencies of a CSW Practitioner 	<ul style="list-style-type: none"> Identify the competencies necessary to perform completed staff work effectively. Assess oneself which among the completed staff work competencies are their strengths and their areas for improvement. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
4 Venue: <u>BTA Lounge, Bangsamoro Government Center, Cotabato City</u>		5 Inclusive Dates: <u>March 11, 2023</u>	
6 Implementing Agency: <u>Bangsamoro Transition Authority (BTA) – Office of MP Diamila Disimban-Ramos</u>		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	




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

2nd Floor, Japan ARMM Friendship Hall and Training Center Bldg.,

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



8 Total No. of Training Hours:

8 Hours

9 L&D Type:

Foundational

Supervisory/ Managerial

Technical

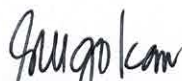
Highly Specialized

10 Official Training Participants:

No.	Name (<First Name><M.I.><Last Name>)	Agency	No. of Hours	No.	Name (<First Name><M.I.><Last Name>)	Agency	No. of Hours
01	ABDUL MOJIB M. HADJISOCOR	BTA – Office of MP Diamila Disimban- Ramos	8	16	JHURMA S. RASID	BTA – Office of MP Nurredha I. Misuari	8
02	ALEBAI T. MUSTAPHA	BTA – Office of MP Abdulraof A. Macacua	8	17	KEEMSHARIFF GLANG	BTA – Office of MP Diamila Disimban- Ramos	8
03	AL-MOSIB B. BALABADAN	BTA – Office of MP Diamila Disimban- Ramos	8	18	KING FAHRIZ A. GLANG	BTA – Office of MP Albakil Jikiri	8
04	ALNAZURIN R. KASIM	BTA – Office of MP Diamila Disimban- Ramos	8	19	LYLA P. HADJI AMPAT	BTA – Office of MP Diamila Disimban- Ramos	8
05	AMINA SHAIRA T. MACARAMBON	BTA – Office of MP Diamila Disimban- Ramos	8	20	MARIAM H. JUMAD	BTA – Office of MP Hatimil E. Hassan	8
06	BAI HASNAIRAH B. ABUBAKAR	BTA – Office of MP Hashemi N. Dilangalen	8	21	NOR MOHAMAD ALI P. MAKIL	BTA – Office of MP Diamila Disimban- Ramos	8
07	BAI MONADIN S. SINSUAT	BTA – Office of MP Atty. Raissa H. Jajurie	8	22	OMAIR L. MUKARI	BTA – Office of MP Diamila Disimban- Ramos	8
08	BAIKING A. UNOS	BTA – Office of MP Baileng S. Mantawil	8	23	SAHARA MAE M. MIDTIMBANG	BTA – Office of MP Tawakal B. Midtimbang	8
09	CHRISTINE A. LIM, LPT	BTA – Office of MP Engr. Baintan Adil- Ampatuan, MNSA	8	24	SAIDAMEN R. MAMBAYAO	BTA – Office of MP Diamila Disimban- Ramos	8
10	DATU SHARIFF FAJHED A. GLANG	BTA – Office of MP Albakil Jikiri	8	25	SAMIRA D. DATUCAN	BTA – Office of MP Diamila Disimban- Ramos	8
11	FARIZ ABDULLAH L. UDASAN	BTA – Office of MP Hussein P. Muñoz	8	26	SAMRA S. AYUNAN	BTA – Office of MP Diamila Disimban- Ramos	8
12	HANAN L. CALI	BTA – Office of MP Diamila Disimban- Ramos	8	27	SAMSODIN M. SIGAYAN	BTA – Office of MP Diamila Disimban- Ramos	8
13	JAHARA R. MAMBAYAO	BTA – Office of MP Diamila Disimban- Ramos	8	28	SANDRA S. AKAZ	BTA – Office of MP Diamila Disimban- Ramos	8
14	JANAHIR P. RADIZ	BTA – Office of MP Hussein P. Muñoz	8	29	SITTIE ROHANIFAH M. PALAO	BTA – Office of MP Diamila Disimban- Ramos	8
15	JHUNIVEN C. ORANTES	BTA – Office of MP Dr. Susana S. Anayatin	8	30	YASER I. INSANI	BTA – Office of MP Nurredha I. Misuari	8

----- Nothing Follows -----

12 Certified by:



NORHAINA B. UGOKAN, LPT, JD
Chief, Center of Training and Assessment

13 Approved by:



HISHAM S. NANDO, MA
Executive Director