



A Sc 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

DAB FORM 06-002 Rev. 01

Training Record

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Training Title: Training on Comp	2 T									
Training on Comp	neteu Stail Work		2 0 2 3 0 1 0 3 0 5							
Learning Objectives	:									
TERMINAL OBJECTIVES										
Manufadan (a	A44.4									
Knowledge (Cognitiv		Skills (Psyc			ude (Affective) ecognize the competencies required in ompleted staff work.					
 Define completed state Explain the origin of Identify the steps in a selected proper and techniques. Describe a quality Company 	completed staff work. completed staff work. blem-solving tools		seven (7) steps of completed in the workplace.							
Sessions	Knowledge (Cog		SION OBJECTIVES Skills (Psychomotor)		Attitude (Affective)					
Introduction to Completed Staff World	Define complete work. Explain the origing importance, and completed staff Determine the saccording to the framework of costaff work.	ed staff iin, d use of work. steps e guiding ompleted	• N/A		- N/A					
Competencies of a CSW Practitioner	Identify the comperency of percentage o	which pleted staff cies are and their	- N/A		• N/A					
Situational Analysis	Identify the first steps of comple work. Describe appro and techniques situational analy	eted staff priate tools in	Formulate narrow focused problem statement that ca generate alternative soluti	an	• N/A					
Problem Analysis	Discuss key corprinciples of an Explain the imprinciples analyzing data. Describe appropriate appropr	alyzing data. ortance of	Apply tools in analyzing data add value to the complete work process.		■ N/A					

and techniques.



Republic of the Philippines Bangsamoro Autonomous Region in Muslim Mindanao

Office of the Chief Minister





DEVELOPMENT ACADEMY OF THE BANGSAMORO

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		 Potential Problem Analysis Discuss the 'why' of generating alternative solutions. Explain the potential problem or risk analysis as a key requirement for identifying recommended solutions. 			 Apply appropriate tools and techniques in generating alternative solutions. 			- N/A			
	Writing Recommendation Pamiliarize the parts of a completed staff work document. Discuss technical writing and its considerations. Familiarize the parts of a completed staff work document.				Write a	qual	ity CSW document.	• N/A			
	Venue: Green		eneral Santos (City		clusive Dates: bruary 27 – March 02, 2023					
,	6 Implementing Agency: Bangsamoro Information & Communications Technology Office (BICTO)				7 Learning						
8 Total No. of Training Hours: 24 Hours				9 L&D Type: ☐ Foundational ☐ Supervisory/ Managerial ☐ Technical ☐ Highly Specialized							
10	Official Training Participants:										
	No.	Name (<first name=""><m.i.< th=""><th>><last name="">)</last></th><th>Agency</th><th>No. of Hours</th><th>No.</th><th>Name (<first name=""><m.i.><last< th=""><th>st Name>)</th><th>No. of Hours</th></last<></m.i.></first></th></m.i.<></first>	> <last name="">)</last>	Agency	No. of Hours	No.	Name (<first name=""><m.i.><last< th=""><th>st Name>)</th><th>No. of Hours</th></last<></m.i.></first>	st Name>)	No. of Hours		
	01	Abdulbasir B. End	long	ВІСТО	24	10	Gemma T. Kabtig	ВІСТО	24		
	02	Abpet U. Sabir		BICTO	24	11	Jesten Czai G. Espacio	BICTO	24		
	03	Acepike Krenz G.	Guiamelon	BICTO	24	12	Marife D. Udaundo	ВІСТО	24		
	04	Akmad Ben M. De	emama	ВІСТО	24	13	Noor Khair G. Lingasa	ВІСТО	24		
	05	Aljohn D. Dimalac		ВІСТО	24	14	Normina G. Adza	BICTO	24		
	06	Arapa B. Midtimba	ang	ВІСТО	24	15	Pahima M. Dagandal	ВІСТО	24		
	07	Bahrul Olom A. U	ngad	BICTO	24	16	Rasul M. Anwar BICTO 24				
	08	Datu Raffy Ralph	S. Sinsuat, MSc.IT	ВІСТО	24	17	Zamora N. Lumanggal BICTO		24		

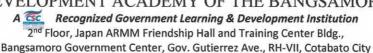


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HUSSIEN A. ABO, LPT. MAPDS
Lead Facilitator & Training Specialist

12 Recommending Approval:

13 Approved by:

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

Executive Director