



DAB FORM 06-002 Rev. 01

Training Record

1 Training Title: <u>Training on Completed Staff Work</u>	2 Training Reference No. <div style="border: 1px solid black; padding: 2px; display: inline-block; font-family: monospace; font-size: 1.2em;"> 2 0 2 3 0 1 0 3 0 5 4 </div>
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3 Learning Objectives:

TERMINAL OBJECTIVES		
Knowledge <i>(Cognitive)</i>	Skills <i>(Psychomotor)</i>	Attitude <i>(Affective)</i>
<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 <i>(Cognitive)</i>	Skills <i>(Psychomotor)</i>	Attitude <i>(Affective)</i>
<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
<ul style="list-style-type: none"> ▪ Situational Analysis 	<ul style="list-style-type: none"> ▪ Identify the first three (3) steps of completed staff work. ▪ Describe appropriate tools and techniques in situational analysis. 	<ul style="list-style-type: none"> ▪ Formulate narrow focused problem statement that can generate alternative solutions. 	<ul style="list-style-type: none"> ▪ N/A
<ul style="list-style-type: none"> ▪ Problem Analysis 	<ul style="list-style-type: none"> ▪ Discuss key concepts and principles of analyzing data. ▪ Explain the importance of analyzing data. ▪ Describe appropriate tools and techniques. 	<ul style="list-style-type: none"> ▪ Apply tools in analyzing data to add value to the completed staff work process. 	<ul style="list-style-type: none"> ▪ N/A



<ul style="list-style-type: none"> Potential Problem Analysis 	<ul style="list-style-type: none"> Discuss the 'why' of generating alternative solutions. Explain the potential problem or risk analysis as a key requirement for identifying recommended solutions. 	<ul style="list-style-type: none"> Apply appropriate tools and techniques in generating alternative solutions. 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> Writing Recommendation 	<ul style="list-style-type: none"> Discuss technical writing and its considerations. Familiarize the parts of a completed staff work document. 	<ul style="list-style-type: none"> Write a quality CSW document. 	<ul style="list-style-type: none"> N/A

4 Venue: <u>Greenleaf Hotel, General Santos City</u>	5 Inclusive Dates: <u>February 27 – March 02, 2023</u>
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6 Implementing Agency: <u>Bangsamoro Information & Communications Technology Office (BICTO)</u>	7 Learning Modality: <ul style="list-style-type: none"> <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: <u>24 Hours</u>	9 L&D Type: <ul style="list-style-type: none"> <input type="checkbox"/> Foundational <input type="checkbox"/> Supervisory/ Managerial <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Highly Specialized
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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	Abdulsar B. Endong	BICTO	24	10	Gemma T. Kabtig	BICTO	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	BICTO	24
04	Akmad Ben M. Demama	BICTO	24	13	Noor Khair G. Lingasa	BICTO	24
05	Aljohn D. Dimalao	BICTO	24	14	Normina G. Adza	BICTO	24
06	Arapa B. Midtimbang	BICTO	24	15	Pahima M. Dagandal	BICTO	24
07	Bahrul Olom A. Ungad	BICTO	24	16	Rasul M. Anwar	BICTO	24
08	Datu Raffy Ralph S. Sinsuat, MSc.IT	BICTO	24	17	Zamora N. Lumanggal	BICTO	24
09	Fatima A. Dalundong	BICTO	24	--	----- Nothing Follows -----	--	--




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**

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11 Certified by

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

12 Recommending Approval:

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

13 Approved by:

HISHAM S. NANDO, MA
Executive Director

