



DAB FORM 06-002 Rev. 01

Training Record

1 Training Title: <u>Training on Completed Staff Work</u>	2 Training Reference No. 20230103077
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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
<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>Microtel by Wyndham, General Santos City</u>	5 Inclusive Dates: <u>June 25–27, 2023</u>						
6 Implementing Agency: <u>Information and Communications Office (ICO), Office of the Chief Minister (OCM)</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 						
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 						
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-Aziz L. Ayob	OCM-ICO	24	11	Mohammad A. Budi	OCM-ICO	24
02	Alinor M. Baradting	OCM-ICO	24	12	Mohammad Shwaeli J. Hadji Ebrahim	OCM-ICO	24
03	Azrafhir S. Mamak	OCM-ICO	24	13	Monawara A. Ibrahim	OCM-ICO	24
04	Esmael L. Daud	OCM-ICO	24	14	Nasser S. Sangkay	OCM-ICO	24
05	Faisal A. Ramalan	OCM-ICO	24	15	Rayanah M. Buday	OCM-ICO	24
06	Hamdan G. Ebrahim	OCM-ICO	24	16	Ruben G. Esmael	OCM-ICO	24
07	Hesham C. Aliudin	OCM-ICO	24	17	Sami Ysmael U. Ebrahim	OCM-ICO	24
08	Ismael S. Mamokan, Jr.	OCM-ICO	24	18	Shurainna M. Kikay	OCM-ICO	24
09	Marcos K. Enit	OCM-ICO	24	19	Sulaiman A. Ungab	OCM-ICO	24
10	Mohammad A. Buday	OCM-ICO	24	20	Yusoph A. Abdullah	OCM-ICO	24
----- Nothing Follows -----							



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao

Office of the Chief Minister

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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

