



DAB FORM 06-002 Rev. 01

Training Record

1 Training Title: Training on Completed Staff Work	2 Training Reference No. 20230103091
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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 	<ul style="list-style-type: none"> Apply appropriate tools and techniques in generating alternative solutions. 	<ul style="list-style-type: none"> N/A



	a key requirement for identifying recommended solutions.						
<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>Golden Lace Fine Dining, Cotabato City</u>	5 Inclusive Dates: <u>July 18-20, 2023</u>						
6 Implementing Agency: <u>Bangsamoro Transition Authority, Office of the MP Atty. Sha Elijah B. Dumama-Alba</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	Jalilah A. Alioden	Office of MP Atty. Alba	24	11	Atty. Maymona T. Ampuan	Office of MP Atty. Alba	24
02	Atty. Amira Alyssa G. Abdulcalim	Office of MP Atty. Alba	24	12	Atty. Mehrab U. Bahri	Office of MP Atty. Alba	24
03	Atty. Jurhaiza H. Jupurie	Office of MP Atty. Alba	24	13	Norhanifa H. Ragundo	Office of MP Atty. Alba	24
04	Samsudin T. Talipasan	Office of MP Atty. Alba	24	14	Princess Farhanna Azzizah G. Abas	Office of MP Atty. Alba	24
05	Hamdi B. Lauban	Office of MP Atty. Alba	24	15	Mohd. Kisheen Al-Azis M. Mabang	Office of MP Atty. Alba	24
06	Norfah K. Kusain	Office of MP Atty. Alba	24	16	Benjamin U. Daud	Office of MP Atty. Alba	24
07	Fahima M. Karim	Office of MP Atty. Alba	24	17	Sangcopan K. Gubel	Office of MP Atty. Alba	24
08	Hasna M Antao	Office of MP Atty. Alba	24	18	Yusoph M. Tawakal	Office of MP Atty. Alba	24
09	Abdullah S. Ali	Office of MP Atty. Alba	24	19	Nurleila B. Biruar	Office of MP Atty. Alba	24
10	Bai Mohara M. Amilhasan	Office of MP Atty. Alba	24	20	Sha Wayne Abdullah B. Dumama	Office of MP Atty. Alba	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

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

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12 Recommending Approval:

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

13 Approved by:

HISHAM S. NANDO, MA
Executive Director

