



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;"> 20230103099 </div>
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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>Alnor Hotel and Convention Center, Cotabato City</u>	5 Inclusive Dates: <u>August 29–31, 2023</u>
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6 Implementing Agency: <u>Ministry of Public Order and Safety (MPOS)</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	Abdul Rahman M. Macapendeg	MPOS	4	23	Julkhaira O. Pangorintao	MPOS	24
02	Abdulhadi M. Talib	MPOS	24	24	Khairia M. Naga	MPOS	24
03	Abulais T. Dimanda	MPOS	24	25	Khalid B. Amerol	MPOS	24
04	Ahsan M. Bongaros	MPOS	24	26	Khomaidie U. Abo	MPOS	24
05	Ailene Marie DC. Abarte	MPOS	20	27	Mahaleyya P. Hassan	MPOS	24
06	Aiza S. Ali	MPOS	24	28	Mastura P. Malawani	MPOS	24
07	Alaminah M. Dimalutang	MPOS	24	29	Mohammad Khaibar G. Lingasa	MPOS	24
08	Aljid M. Abdulbayan	MPOS	8	30	Namroding D. Macadaag	MPOS	24
09	Almayra S. Mangelen	MPOS	24	31	Norhanisa S. Mauyag	MPOS	24
10	Almerah M. Dimalutang	MPOS	24	32	Noriema S. Bacar	MPOS	24

DEVELOPMENT ACADEMY OF THE BANGSAMORO

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11	Amierah M. Asim	MPOS	16	33	Norjannah M. Macaronsing	MPOS	24
12	Bai Pinky M. Mastura	MPOS	24	34	Norodin D. Unte	MPOS	16
13	Charlene S. Esteban	MPOS	16	35	Omar B. Usman	MPOS	24
14	Cyd Chary L. Biadnes	MPOS	24	36	Roderic B. Obianda	MPOS	24
15	Daryl James M. Bacera	MPOS	24	37	Ronna Farida M. Buisan	MPOS	24
16	Faidah B. Datudacula	MPOS	24	38	Sadria S. Kendayo	MPOS	24
17	Fatma L. Laguindab	MPOS	16	39	Saidamin A. Bongaros	MPOS	24
18	Hawla M. Balitoc	MPOS	16	40	Samsidah D. Lucman	MPOS	24
19	Jalam M. Sugaran	MPOS	8	41	Sheehan P. Wakay	MPOS	24
20	Jearl Marwin P. Joco	MPOS	16	42	Sittie Omaerah E. Abas	MPOS	16
21	Johana A. Datumalao	MPOS	24	43	Taugan Baud Jr.	MPOS	24
22	Jomar O. Macarapen	MPOS	24	44	Yasmin D. Gumander	MPOS	16

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

11 Certified by

for: Hussien A. Abo

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

12 Recommending Approval:

Norhaina B. Ugokan

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

13 Approved by:

Hisham S. Nando

HISHAM S. NANDO, MA
Executive Director