



DAB FORM 06-002 Rev. 01

Training Record

1 Training Title: Training on Completed Staff Work	2 Training Reference No. 20230103111
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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 																																																																																								
<p>4 Venue: <u>BPA Conference Room, Bangsamoro Government Center, Cotabato City</u></p>		<p>5 Inclusive Dates: <u>November 21–23, 2023</u></p>																																																																																									
<p>6 Implementing Agency: <u>Bangsamoro Pilgrimage Authority (BPA)</u></p>		<p>7 Learning Modality:</p> <p><input checked="" type="checkbox"/> Synchronous Face-to-Face</p> <p><input type="checkbox"/> Asynchronous Modular</p> <p><input type="checkbox"/> Synchronous Webinar</p> <p><input type="checkbox"/> Asynchronous E-Learning</p> <p><input type="checkbox"/> Blended</p> <p><input type="checkbox"/> Hybrid</p>																																																																																									
<p>8 Total No. of Training Hours: <u>24 Hours</u></p>		<p>9 L&D Type:</p> <p><input type="checkbox"/> Foundational</p> <p><input type="checkbox"/> Supervisory/ Managerial</p> <p><input checked="" type="checkbox"/> Technical</p> <p><input type="checkbox"/> Highly Specialized</p>																																																																																									
<p>10 Official Training Participants:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Name (<First Name><M.I.><Last Name>)</th> <th>Agency</th> <th>No. of Hours</th> <th>No.</th> <th>Name (<First Name><M.I.><Last Name>)</th> <th>Agency</th> <th>No. of Hours</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>ABDULAZIZ K. GUINTA</td> <td>BPA</td> <td>24</td> <td>20</td> <td>NONROY P. KADIR</td> <td>BPA</td> <td>24</td> </tr> <tr> <td>02</td> <td>ABDULKAHAR M. VICTOR</td> <td>BPA</td> <td>24</td> <td>21</td> <td>NORJIDAH R. MOHAMADALI</td> <td>BPA</td> <td>16</td> </tr> <tr> <td>03</td> <td>ABDULNASSER A. MAEL</td> <td>BPA</td> <td>24</td> <td>22</td> <td>OMAR G. MUALLAM</td> <td>BPA</td> <td>8</td> </tr> <tr> <td>04</td> <td>ABO P. DALAMA</td> <td>BPA</td> <td>16</td> <td>23</td> <td>QUEENIE M. MIDTIMBANG</td> <td>BPA</td> <td>16</td> </tr> <tr> <td>05</td> <td>ALKASHMIR Y. KO</td> <td>BPA</td> <td>8</td> <td>24</td> <td>ROWENA S. BALABARAN</td> <td>BPA</td> <td>16</td> </tr> <tr> <td>06</td> <td>BENJIE M. MAKMOD</td> <td>BPA</td> <td>8</td> <td>25</td> <td>SAHARA URDUHA J. SILONGAN</td> <td>BPA</td> <td>8</td> </tr> <tr> <td>07</td> <td>CIHAD B. ABDUL</td> <td>BPA</td> <td>24</td> <td>26</td> <td>SAMIA D. ESMAIL</td> <td>BPA</td> <td>24</td> </tr> <tr> <td>08</td> <td>DOLORES O. UNATING</td> <td>BPA</td> <td>24</td> <td>27</td> <td>SAMIER A. ALI</td> <td>BPA</td> <td>24</td> </tr> <tr> <td>09</td> <td>EIMAN Y. ABDULGANI</td> <td>BPA</td> <td>24</td> <td>28</td> <td>SAUDI S. SALAMAT</td> <td>BPA</td> <td>24</td> </tr> <tr> <td>10</td> <td>ESMAEL M. SABAL</td> <td>BPA</td> <td>24</td> <td>29</td> <td>SITTIE RAHMA C. TOMARA</td> <td>BPA</td> <td>24</td> </tr> </tbody> </table>				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	ABDULAZIZ K. GUINTA	BPA	24	20	NONROY P. KADIR	BPA	24	02	ABDULKAHAR M. VICTOR	BPA	24	21	NORJIDAH R. MOHAMADALI	BPA	16	03	ABDULNASSER A. MAEL	BPA	24	22	OMAR G. MUALLAM	BPA	8	04	ABO P. DALAMA	BPA	16	23	QUEENIE M. MIDTIMBANG	BPA	16	05	ALKASHMIR Y. KO	BPA	8	24	ROWENA S. BALABARAN	BPA	16	06	BENJIE M. MAKMOD	BPA	8	25	SAHARA URDUHA J. SILONGAN	BPA	8	07	CIHAD B. ABDUL	BPA	24	26	SAMIA D. ESMAIL	BPA	24	08	DOLORES O. UNATING	BPA	24	27	SAMIER A. ALI	BPA	24	09	EIMAN Y. ABDULGANI	BPA	24	28	SAUDI S. SALAMAT	BPA	24	10	ESMAEL M. SABAL	BPA	24	29	SITTIE RAHMA C. TOMARA	BPA	24
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Republic of the Philippines

Bangsamoro Autonomous Region in Muslim Mindanao

Office of the Chief Minister

DEVELOPMENT ACADEMY OF THE BANGSAMORO

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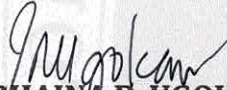
2nd Floor, Japan ARMM Friendship Hall and Training Center Bldg.,

Bangsamoro Government Center, Gov. Gutierrez Ave., RH-VII, Cotabato City



11	FAHAD A. EDTIM	BPA	24	30	SITTIEAINAH A. MARUHOM	BPA	16
12	HAMSUR S. ZACARIA	BPA	24	31	SITTIENOR B. DAUD	BPA	16
13	LACKS B. DAMA	BPA	24	32	TUNGKO M. SANDAY	BPA	24
14	LIMBAY M. TALUSOB	BPA	24	33	UMBRA T. CAMPIAO	BPA	24
15	MOAIMA S. SARENTO	BPA	8	34	USAMA N. ABDULLAH	BPA	24
16	MOHIDEN T. ABDULATIP	BPA	24	35	YASMIN GRACE S. GOGO	BPA	24
17	MUHAMMADISA T. DATUMANONG	BPA	16	36	YASSER E. HAMZA	BPA	16
18	MUSAIDEN M. SOCCUR	BPA	16	37	ZUL-AMEEN A. GANI	BPA	8
19	NIHAYA P. OSOP	BPA	8	-	-----	--	--
----- Nothing Follows -----							

11 Certified by and Recommending Approval from:


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

12 Approved by:


HISHAM S. NANDO, MA
 Executive Director