



DAB FORM 06-002 Rev. 01

Training Record


1 Training Title: <u>Training on Technical Writing and Public Speaking</u>				2 Training Reference No. 2 0 2 3 0 1 0 3 1 1 3			
3 Learning Objectives: At the end of the training, the participants are expected to:							
Knowledge (Cognitive)		Skills (Psychomotor)			Attitude (Affective)		
<ul style="list-style-type: none"> Define the fundamentals of technical writing. Analyze the anatomy of an activity report, focusing on the rationale, objectives, methodology, and output. Recognize key concepts related to presentation skills the art of facilitation. 		<ul style="list-style-type: none"> Demonstrate the ability to produce well-structured technical documents, incorporating the elements of a comprehensive activity report. Apply effective presentation skills when communicating information. Facilitate discussions and interactive sessions, showcasing the art of facilitation in a professional setting. 			<ul style="list-style-type: none"> Embracing the significance of clarity and precision in technical writing, fostering a dedicated commitment to producing high-quality documents. Valuing the importance of engaging and effective communication in presentations. Cultivating a facilitative mindset, promoting collaborating and active participation in group activities. 		
4 Venue: <u>Park Inn by Radisson, Davao City</u>				5 Inclusive Dates: <u>December 05-07, 2023</u>			
6 Implementing Agency: <u>Bangsamoro Information and Communications Technology Office (BICTO)</u>				7 Learning Modality: <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: <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	Abdulbasir B. Endong	BICTO	24	11	Fatima A. Dalundong	BICTO	24
02	Abpet U. Sabir	BICTO	24	12	Gemma T. Kabtig	BICTO	24
03	Acepике Krenz G. Guiamelon	BICTO	24	13	Jesten Czai G. Espacio	BICTO	24



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao

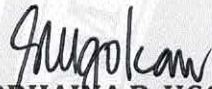

Office of the Chief Minister

DEVELOPMENT ACADEMY OF THE BANGSAMORO

A  Recognized Government Learning & Development Institution
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Bangsamoro Government Center, Gov. Gutierrez Ave., RH-VII, Cotabato City



04	Akmad Ben M. Demama	BICTO	24	14	Jonathan M. Mantikayan	BICTO	24
05	Aljohn D. Dimalao	BICTO	24	15	Marife D. Udaundo	BICTO	24
06	Arnold S. Cararag	BICTO	24	16	Noor Khair G. Lingasa	BICTO	24
07	Bahrul Olom A. Ungad	BICTO	24	17	Normina G. Adza	BICTO	24
08	Brian Carl R. Esmael	BICTO	24	18	Pahima M. Dagandal	BICTO	24
09	Datu Raffy Ralph S. Sinsuat	BICTO	24	19	Rasul M. Anwar	BICTO	24
10	Faisal A. Kusain	BICTO	24	20	Zamora N. Lumanggal	BICTO	24
————— Nothing Follows —————							

<p>11 Certified by and Recommending Approval from:</p> <p style="text-align: center;"> NORHAINA B. UGOKAN, LPT, JD Chief, Center of Training and Assessment</p>	<p>12 Approved by:</p> <p style="text-align: center;"> HISHAM S. NANDO, MA Executive Director</p>
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