



DAB FORM 06-002 Rev. 01

Training Record

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| 1 Training Title: <u>Training on Completed Staff Work</u> | 2 Training Reference No. <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-around;"> 2 0 2 3 0 1 0 3 1 1 6 </div> |
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3 Learning Objectives:

| TERMINAL OBJECTIVES | | |
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| Knowledge <i>(Cognitive)</i> | Skills <i>(Psychomotor)</i> | Attitude <i>(Affective)</i> |
| <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 | | | |
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| Sessions | Knowledge <i>(Cognitive)</i> | Skills <i>(Psychomotor)</i> | Attitude <i>(Affective)</i> |
| <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 |



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| 4 Venue: <u>London Beach Resort and Hotel, General Santos City</u> | 5 Inclusive Dates: <u>December 12–14, 2023</u> |
| 6 Implementing Agency: <u>Office of the Wali of Bangsamoro</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 | Abdulraffy P. Zainodin | Office of the Wali of Bangsamoro | 24 | 15 | Nimfa D. Kamensa | Office of the Wali of Bangsamoro | 24 |
| 02 | Alvin U. Sangiban | Office of the Wali of Bangsamoro | 24 | 16 | Norhata H. Parending | Office of the Wali of Bangsamoro | 24 |
| 03 | Arabe I. Tan | Office of the Wali of Bangsamoro | 24 | 17 | Nur-Jihad B. Abbas | Office of the Wali of Bangsamoro | 24 |
| 04 | Farisha Ann T. Bago | Office of the Wali of Bangsamoro | 24 | 18 | Omar M. Salendab | Office of the Wali of Bangsamoro | 24 |
| 05 | Haider B. Salendab | Office of the Wali of Bangsamoro | 24 | 19 | Omarkhalid A. Ampatuan | Office of the Wali of Bangsamoro | 24 |
| 06 | Hamodi D. Salendab | Office of the Wali of Bangsamoro | 24 | 20 | Osama P. Hussen | Office of the Wali of Bangsamoro | 24 |
| 07 | Jamila A. Balangue | Office of the Wali of Bangsamoro | 24 | 21 | Sahrahmin N. Khamid | Office of the Wali of Bangsamoro | 24 |
| 08 | Jojo G. Montañer Jr. | Office of the Wali of Bangsamoro | 24 | 22 | Samsodin G. Mamasanda | Office of the Wali of Bangsamoro | 24 |
| 09 | Maceda M. Interino | Office of the Wali of Bangsamoro | 24 | 23 | Shuayb D. Ambod | Office of the Wali of Bangsamoro | 24 |
| 10 | Makakua M. Buat | Office of the Wali of Bangsamoro | 24 | 24 | Sittie Rayhana U. Abas | Office of the Wali of Bangsamoro | 24 |
| 11 | Mohammad D. Bilao | Office of the Wali of Bangsamoro | 24 | 25 | Suhail A. Mamaluba | Office of the Wali of Bangsamoro | 24 |
| 12 | Mohiden A. Mohammad | Office of the Wali of Bangsamoro | 24 | 26 | Usop T. Guiaber | Office of the Wali of Bangsamoro | 24 |
| 13 | Morad M. Pangilan | Office of the Wali of Bangsamoro | 16 | 27 | Wahid U. Abdul | Office of the Wali of Bangsamoro | 24 |
| 14 | Nasrudin K. Sandigan | Office of the Wali of Bangsamoro | 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.,
Bangsamoro Government Center, Gov. Gutierrez Ave., RH-VII, Cotabato City



11 Certified by:

Sittie Saharah S. Mustapha, LPT, MSciEd
Lead Facilitator and Training Specialist

12 Recommending Approval:

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

13 Approved by:

HISHAM S. NANDO, MA
Executive Director

