



DAB FORM 06-002 Rev. 01

# Training Record

1 Training Title: <b><u>Training on Completed Staff Work</u></b>	2 Training Reference No. <b>20240103119</b>
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3 Learning Objectives:			
TERMINAL OBJECTIVES			
Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (Affective)	
<ul style="list-style-type: none"> <li>Define completed staff work.</li> <li>Explain the origin of completed staff work.</li> <li>Identify the steps in completed staff work.</li> <li>Explain selected problem-solving tools and techniques.</li> <li>Describe a quality CSW document.</li> </ul>	<ul style="list-style-type: none"> <li>Apply the seven (7) steps of completed staff work in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>Recognize the competencies required in completed staff work.</li> </ul>	
SESSION OBJECTIVES			
Sessions	Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (Affective)
<ul style="list-style-type: none"> <li>Introduction to Completed Staff Work</li> </ul>	<ul style="list-style-type: none"> <li>Define completed staff work.</li> <li>Explain the origin, importance, and use of completed staff work.</li> <li>Determine the steps according to the guiding framework of completed staff work.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<ul style="list-style-type: none"> <li>Competencies of a CSW Practitioner</li> </ul>	<ul style="list-style-type: none"> <li>Identify the competencies necessary to perform completed staff work effectively.</li> <li>Assess oneself which among the completed staff work competencies are their strengths and their areas for improvement.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<ul style="list-style-type: none"> <li>Situational Analysis</li> </ul>	<ul style="list-style-type: none"> <li>Identify the first three (3) steps of completed staff work.</li> <li>Describe appropriate tools and techniques in situational analysis.</li> </ul>	<ul style="list-style-type: none"> <li>Formulate narrow focused problem statement that can generate alternative solutions.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<ul style="list-style-type: none"> <li>Problem Analysis</li> </ul>	<ul style="list-style-type: none"> <li>Discuss key concepts and principles of analyzing data.</li> <li>Explain the importance of analyzing data.</li> <li>Describe appropriate tools and techniques.</li> </ul>	<ul style="list-style-type: none"> <li>Apply tools in analyzing data to add value to the completed staff work process.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<ul style="list-style-type: none"> <li>Potential Problem Analysis</li> </ul>	<ul style="list-style-type: none"> <li>Discuss the 'why' of generating alternative solutions.</li> <li>Explain the potential problem or risk analysis as a key requirement for identifying recommended solutions.</li> </ul>	<ul style="list-style-type: none"> <li>Apply appropriate tools and techniques in generating alternative solutions.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>




	<ul style="list-style-type: none"> <li>Writing Recommendation</li> </ul>	<ul style="list-style-type: none"> <li>Discuss technical writing and its considerations.</li> <li>Familiarize the parts of a completed staff work document.</li> </ul>	<ul style="list-style-type: none"> <li>Write a quality CSW document.</li> </ul>		<ul style="list-style-type: none"> <li>N/A</li> </ul>			
4	<b>Venue:</b> <u>Home Crest Hotel, Davao City</u>		<b>Inclusive Dates:</b> <u>January 09–11, 2024</u>					
6	<b>Implementing Agency:</b> <u>Office of the Chief Minister (OCM)</u> <u>Procurement Service</u>		<b>7 Learning Modality:</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Synchronous Face-to-Face</li> <li><input type="checkbox"/> Asynchronous Modular</li> <li><input type="checkbox"/> Synchronous Webinar</li> <li><input type="checkbox"/> Asynchronous E-Learning</li> <li><input type="checkbox"/> Blended</li> <li><input type="checkbox"/> Hybrid</li> </ul>					
8	<b>Total No. of Training Hours:</b> <u>24 Hours</u>		<b>9 L&amp;D Type:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foundational</li> <li><input type="checkbox"/> Supervisory/ Managerial</li> <li><input checked="" type="checkbox"/> Technical</li> <li><input type="checkbox"/> Highly Specialized</li> </ul>					
10	<b>Official Training Participants:</b>							
	<b>No.</b>	<b>Name</b> (<First Name><M.I.><Last Name>)	<b>Agency</b>	<b>No. of Hours</b>	<b>No.</b>	<b>Name</b> (<First Name><M.I.><Last Name>)	<b>Agency</b>	<b>No. of Hours</b>
	01	ABDUL HAQUE G. BARAKAT, LPT	OCM Procurement Service	24	09	JELBA B. DIAMLA	OCM Procurement Service	24
	02	ABDUL MAHID B. BALINDONG	OCM Procurement Service	24	10	MAAROUF A. EDRIS	OCM Procurement Service	24
	03	ADELAH B. AMEROL, LPT	OCM Procurement Service	24	11	MOHAMMAD KHALIF K. UNTONG	OCM Procurement Service	24
	04	DATU MOHAMMAD BENITO, CPA	OCM Procurement Service	24	12	MONALISA V. FAJARDO	OCM Procurement Service	24
	05	ENGR. MAIMONA A. SAMSODIN	OCM Procurement Service	24	13	NAMDOK A. AMBA	OCM Procurement Service	24
	06	HAJAR B. CABILI	OCM Procurement Service	24	14	NORHANEY B. BAZAR	OCM Procurement Service	24
	07	HAMIM L. LIM	OCM Procurement Service	24	15	NURSHIEDA H.E. DIPATUAN, LPT	OCM Procurement Service	24
	08	JANAIDA B. LUCMAN	OCM Procurement Service	24	16	RAMESIS D. DUMAMBA	OCM Procurement Service	24
----- Nothing Follows -----								



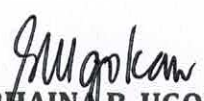

Republic of the Philippines  
Bangsamoro Autonomous Region in Muslim Mindanao

Office of the Chief Minister

**DEVELOPMENT ACADEMY OF THE BANGSAMORO**

A  Recognized Government Learning & Development Institution  
2<sup>nd</sup> Floor, Japan ARMM Friendship Hall and Training Center Bldg.,  
Bangsamoro Government Center, Gov. Gutierrez Ave., RH-VII, Cotabato City



<p>11 Certified by and Recommending Approval from:</p>   <p><b><u>NORHAINA B. UGOKAN, LPT. JD</u></b> Chief, Center of Training and Assessment</p>	<p>12 Approved by:</p>   <p><b><u>HISHAM S. NANDO, MA</u></b> Executive Director</p>
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