



DAB FORM 06-002 Rev. 01

Training Record


1 Training Title: <u>Program Implementation Review and Operational Planning 2024</u>		2 Training Reference No. 2 0 2 4 0 1 0 3 1 2 3	
3 Learning Objectives:			
TERMINAL OBJECTIVES			
Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (Affective)	
<ul style="list-style-type: none"> Define key terms related to minute-taking and records management; Identify the importance of accurate records management in organizational efficiency and compliance with regulations; and Recognize different methods and tools used for effective minute-taking and records management. 	<ul style="list-style-type: none"> Demonstrate proficiency in organizing and formatting minutes in a clear, concise manner; and Apply proper filing and archiving techniques to maintain orderly records and ensure easy retrieval of information. 	<ul style="list-style-type: none"> Demonstrate a commitment to maintaining confidentiality and integrity in handling sensitive information; and Appreciate the significance of minute-taking and records management in fostering organizational success. 	
4 Venue: <u>Acacia Hotel, Davao City</u>		5 Inclusive Dates: <u>February 01–04, 2024</u>	
6 Implementing Agency: <u>Ministry of Basic, Higher, and Technical Education (MBHTE) Education Facilities Section (EFS)</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>N/A (BAA No. 17, Art. 104)</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	ABDUL MOIB A. MACALUDOS	MBHTE- EFS	N/A	26	JIGGER RYAN M. ALGABRE	MBHTE- EFS	N/A
02	ABDULBASIR S. KARNAIN	MBHTE- EFS	N/A	27	MAHATIR MOHAMAD B. PHARI	MBHTE- EFS	N/A
03	ALBERT MASBUD	MBHTE- EFS	N/A	28	MEIZAN S. LUMANGGAL	MBHTE- EFS	N/A
04	AL-HAMIEN S. KAMID	MBHTE- EFS	N/A	29	MICHAEL BRYAN B. RAMOS	MBHTE- EFS	N/A
05	AL-JOMAIH C. MADSANDALAN	MBHTE- EFS	N/A	30	MOH' SULTAN LANGCO	MBHTE- EFS	N/A
06	ALKHADAR PARADJI	MBHTE- EFS	N/A	31	MOHAM N. BALABAGAN	MBHTE- EFS	N/A
07	ALMUARIFFE A. GUIAMN	MBHTE- EFS	N/A	32	MOHAMMAD ASGAR M. GUIANI	MBHTE- EFS	N/A
08	ASNASSER DAMMANG	MBHTE- EFS	N/A	33	MOHAMMAD FAUZAN S. SARENTO	MBHTE- EFS	N/A
09	BAI NURJANNAH MAHJUBAH E. ZAILON	MBHTE- EFS	N/A	34	MORSIE M. ADIL	MBHTE- EFS	N/A
10	BAITATA M. SAMSUDIN	MBHTE- EFS	N/A	35	NAILA E. ABUBAKAR	MBHTE- EFS	N/A
11	BASHIER SULAIMAN	MBHTE- EFS	N/A	36	NORHAYA A. SANTIAGO	MBHTE- EFS	N/A
12	BENJAMIN AIMAN M. HADJI GUIALIL	MBHTE- EFS	N/A	37	NORMAN A IBAD	MBHTE- EFS	N/A
13	BENZAR M. ABO	MBHTE- EFS	N/A	38	NORMELITO D. SALAH	MBHTE- EFS	N/A
14	DATU AMILBAHAR A. SANGKULA	MBHTE- EFS	N/A	39	NORZAIDEN M. GUIAMLA	MBHTE- EFS	N/A
15	DATU BUKHARI A. AYOB	MBHTE- EFS	N/A	40	NURHASIM T. ABDULA	MBHTE- EFS	N/A
16	DATUBEN N. BALABAGAN	MBHTE- EFS	N/A	41	RAYHAN G. RANGIRIS	MBHTE- EFS	N/A
17	EDRIS M. SAKKAM	MBHTE- EFS	N/A	42	ROHANI U. ESON	MBHTE- EFS	N/A
18	EMADUDDEN M. MACADATO	MBHTE- EFS	N/A	43	RYAN BONG	MBHTE- EFS	N/A
19	ENDAL U. ABDULKATA	MBHTE- EFS	N/A	44	SABER Z. MENSE	MBHTE- EFS	N/A
20	HANABAI T. USMAN	MBHTE- EFS	N/A	45	SADIK A. GUIAMAN	MBHTE- EFS	N/A
21	HASSANUDIN A. AKMAD	MBHTE- EFS	N/A	46	SAMIYAH AS-SAHEEDAH S. GAYAK	MBHTE- EFS	N/A
22	IVAN DELA TORRE	MBHTE- EFS	N/A	47	SHIDNIZAR T. TANTALIE	MBHTE- EFS	N/A
23	JAMAL BURUNGAWAN	MBHTE- EFS	N/A	48	YASSER BARAGUIR	MBHTE- EFS	N/A
24	JAN AREEF G. MASCUD	MBHTE- EFS	N/A	49	ZUBAIR A. GUIAMAN	MBHTE- EFS	N/A

DEVELOPMENT ACADEMY OF THE BANGSAMORO

A  Recognized Government Learning & Development Institution

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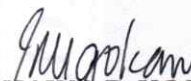
25	JASMINE GUIABEL	MBHTE- EFS	N/A	-	-----	--	--
----- Nothing Follows -----							

11 Certified by:




HUSSIEN A. ABO, LPT, MAPDS
Lead Facilitator & 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